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Nova Scotia

ANNUAL REPORT
of the Board of Trustees

for the fiscal year
ending March 31, 1990

Public Archives of Nova Scotia

REPORT OF THE BOARD OF TRUSTEES
OF THE
PUBLIC ARCHIVES OF NOVA SCOTIA
For the Year 1989

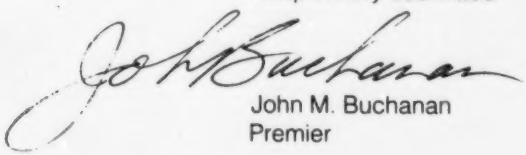
To His Honour

The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor of Nova Scotia

May it please Your Honour:

I have the honour to submit the report of the Provincial Archivist to the Board of Trustees of the Public Archives of Nova Scotia for 1 January 1989 to 31 March 1990, together with a statement of receipts and disbursements for the period 1 April 1989 to 31 March 1990.

Respectfully submitted



John M. Buchanan
Premier

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INTRODUCTION

It is now ten years since PANS moved to its present location, a fine new structure built specifically for archival purposes. In the past decade the archival profession has undergone significant advances, advances which have also affected our operation and staff. Our community at large has placed more demands on our services—both government and the private sector—and we in turn are offering an expanded program. It is an exciting period to be involved in the archival profession and we look forward to the next decade.

The commitment of PANS to serving its public continues at a high level. Our extended hours are a boon to all researchers but the cost in staff time and attendant services is considerable. New archival initiatives place demands on resources as we attempt to enhance all facets of our operations—acquisitions, control and appraisal, conservation, outreach and public service, training and development, and administration.

The challenges are many and varied. Financial resources are obviously an important factor in our success. However, it is the quality of our human resources, our staff, which allows us to offer a proper service. I believe our institution is most fortunate in having a dedicated and committed staff and I thank everyone for their contribution to Public Archives of Nova Scotia.

BOARD OF TRUSTEES

There was one significant change in the membership of the Board of Trustees this past year. The Honourable Alan Abraham, Lieutenant Governor of Nova Scotia and Chairman of our Board, was replaced by the Honourable Lloyd R. Crouse, who was appointed Lieutenant Governor in February 1989. Alan Abraham provided valuable guidance during his five-year tenure and we thank him for his leadership.

The Board of Trustees has met three times over the past fifteen months and we were pleased to welcome our new chairman at our February 1990 meeting.

ACQUISITIONS

The Archives recognizes the need to properly appraise public records and private papers to ensure that material of lasting value is preserved. For provincial government records, this requires us to be closely involved with the provincial records management process to ensure the

proper identification of those records having enduring administrative, fiscal, legal, historical, or other values. This is a time-consuming and challenging task but, nonetheless, one of our most important functions. The development of a formal appraisal process is helping us to identify these records in a more comprehensive and systematic way.

Changes in the records management/archival relationship in government would allow us to reduce the number of records we identify for archival selection through records retention schedules. The changes would reduce pressure on staff and save on the cost of storage space and off-site facilities. We believe that discussions with government will result in improvements in the control of government records.

The acquisition of private papers in all archival media requires careful appraisal. Here too, time is required to develop, implement, monitor and revise appraisal criteria. This is challenging work but essential for theoretical and practical reasons.

As in previous years, we rely on the generosity of Nova Scotians and others outside our province for the donation of archival and library holdings. Without this support we would not be in a position to offer such valuable holdings to our researchers. We thank all donors. Bishop Colin Campbell of the Roman Catholic Diocese of Antigonish has kindly consented to the Public Archives embarking on a microfilming program of the valuable diocesan parish records. This program, which will take some years to complete, will provide researchers with a major source of information for eastern Nova Scotia, including Cape Breton.

CONTROL OF HOLDINGS AND DESCRIPTIVE STANDARDS

In 1989/90 the Descriptive Standards Coordinating Committee (DSC) was successful in obtaining a $10,000 grant via the Canadian Council of Archives Cost Shared Cooperative Special Project program. Matched with equal funds by the Public Archives of Nova Scotia, these funds facilitated the development and implementation of an in-house name authority, consisting of an automated data base of some 2,900 authority records.

Name authority provides consistency in the use of corporate, personal and geographic names while developing access points and headings for archival material. The DSC Committee identified this bibliographic tool as an integral component of the institutional movement toward descriptive standards, and was successful in attracting input from all divisions during the six-month project. Authority records were

compiled for selected creators of archival material, as follows: architects (Maps/Plans), photographers (Photographs/Documentary Art), corporate bodies (Manuscripts), government departments and royal commissions (Public Records), filmmakers (Film/Sound), and various authors (Library).

Archival staff acted in consulting, supervisory, and editorial capacities, particularly in the selection and design of system software, and in the adoption of various rules and procedures necessary to create and verify the authority records. A contract library technician was hired to create the records, and a contract typist completed the data-entry work.

This project has produced the core of a Nova Scotia Name Authority, the files of which will be available to archives throughout the province. It is planned to maintain the authority as an institutional standard, and to utilize it in the development of a main entry catalogue. The Public Archives of Nova Scotia, through this project, will be among the first provincial archives to implement authority control, and will thus be making a significant contribution to the development of the Canadian archival system.

In conjunction with the Name Authority project, the DSC Committee also recommended in April 1989 that unified and consistent descriptive procedures be developed and implemented at the fonds level for all new holdings acquired by the Public Archives, and across all media divisions. The adoption of such procedures as an institutional standard was recommended in order to enhance user access to holdings within the institution, regardless of the medium. To this end, a trial Fonds Level Description Form and accompanying Procedure Manual have been developed by the committee and are currently being tested by several divisions in anticipation of forthcoming national rules for such descriptive work.

PUBLIC SERVICE

Archives are the documentary record of society and as such are available to be used by all. Increasingly, over the past decade or so, archives are consulted by many sectors of society—academics and students at all levels and from many disciplines, genealogists and local historians, government staff, and many others in the pursuit of knowledge. We must be prepared to serve a multitude of users and this requires proper finding aids and other descriptive tools. It also requires adequate staff to fulfill the full range of public service activities.

In order to address some public service activities such as tours, exhibits, publications, and volunteer programs, a new position, Public Programs Archivist, was established toward the end of the year thanks to additional resources made available by the provincial government. This position will be fully operational in 1990–91.

The number of researchers using our facilities remains consistently high. Our extended hours require us to spend considerable resources on public service. The County Guides series for genealogical sources, a new initiative, has proven very popular. The first four were published during this reporting period and the remainder will appear over the next several years.

CONSERVATION

Enhanced funding allowed us to establish an archival conservator's position. A conservator is needed to provide overall direction to the conservation needs of the Public Archives—advice to all media divisions, hands-on assistance, development of conservation priorities, disaster planning, and so on. Outreach services and training for the archival community will also be part of the responsibilities of this position. The position was advertised early in 1990 but uncertain funding, resulting from provincial cut backs in our 1990–91 budget, caused us to postpone this important appointment.

EXTERNAL SUPPORT FOR OUR PROGRAM

We are again indebted to the Department of Tourism and Culture for a grant to publish the *Nova Scotia Historical Review*. The department's financial support and the editorial and managerial support from the Archives result in the publication of a semi-annual journal that has gained increasing respect over the years.

The National Archives of Canada continued to provide financial support, enabling us to hire a contract employee to process Halifax-generated CBC radio and television programming. Discussions continue with National Archives and CBC respecting a long-term policy for CBC's national and regional records.

The Canadian Council of Archives, through the Council of Nova Scotia Archives, provided a Special Projects grant to develop a prototype Name Authority, which will be used by PANS and the archival community throughout the province.

The Halifax Herald donated microfilm copies of its two papers for 1989. We appreciate the Herald's support.

PANS has benefited from the generosity of others who wish to support our aims and objectives through financial donations. In this past year Miss Shirley Blakeley presented the first installment of the Dr. Phyllis R. Blakeley Trust Fund. This trust fund was established by Miss Blakeley in honour of her late sister who retired in 1985 as Provincial Archivist after an exemplary archival career spanning 40 years. A committee of the Board of Trustees has been established to administer the fund. We are particularly grateful to Miss Blakeley for her continuing generosity to PANS.

We also received a final settlement from the estate of Miss Gwendolyn Shand. Miss Shand, a noted local historian from Windsor, provided a generous gift to PANS.

While the Archives no longer collects artifacts, which is a museum function, we do have a valuable collection of artifacts including items from the Titanic. Through a financial contribution from the Titanic Historical Society in Massachusetts, several pieces of the Titanic were restored and will be available for display.

STAFF CHANGES

A number of contract and term positions were created using resources available from several sources. We lost the services of Ms. Wendy Duff, librarian, and we wish her well in her teaching career. Ms. Gwen Whitford replaces her. Kent Haworth was successful in gaining a new archivist's position in our Public Records Division. He was formerly university archivist, University of Toronto.

ADMINISTRATION

Staffing new full-time and contract positions and finding replacements for several staff who left consumed considerable time this past year.

The Province of Nova Scotia, through its operating grant to the Archives, provided funds for new positions including a public records archivist, a public programs archivist, and a conservator. These positions are particularly welcome given PANS's limited expansion over the past years.

A separate capital grant of $30,000 from the Province greatly assisted us in the purchase of new microfilm readers which we needed, new equipment for our Film and Sound division and for the photo lab. Several computers were also purchased for the administration office. An in-house study is required to identify our long-range automation needs in order to take full advantage of the new technologies.

Our new space in the Government Services Central Services Building was finalized during the year, temporarily relieving space problems in our main building on University Avenue. A long-term solution to our space requirements must be found.

In order for our annual report to fall in line with the reporting period for other government departments and agencies, the Public Archives is changing to a fiscal year reporting period. Therefore, this report covers January 1989 to March 1990. Hereafter, our reports will cover the April to March fiscal year.

COLLECTIVE BARGAINING

The Board of Trustees of PANS and the Archives local of the Nova Scotia Government Employees Union reached a three-year contract agreement in early 1990. This agreement, retroactive to March 1989, expires in March 1992. Salary increases and other changes in working conditions were agreed to by both parties.

STAFF DEVELOPMENT AND ARCHIVAL ASSISTANCE

Once again our staff has been heavily involved in the archival community. PANS staff take an active part in local, provincial, and national archival councils and associations as well as heritage and historical societies. In turn these groups have been helpful to our archival program. This two-way communication and assistance is critical if we are to make the best use of our resources.

Carman V. Carroll
Provincial Archivist

September 1990

MANUSCRIPTS DIVISION

Lois K. Kernaghan, Darlene Brine,
Barry Cahill, Philip Hartling,
Julie Morris, Wendy L. Thorpe

During 1989/90, a number of staffing adjustments occurred within the Manuscripts Division. From 1 January to 30 April 1989, Julie Morris was seconded by the Bureau of Canadian Archivists as Descriptive Standards Education Planning officer; during her absence, Darlene Brine served as acting genealogical archivist. Margaret McBride was hired 1 January 1989 on a one-year contract as archival assistant, shared equally between the Manuscripts and Public Records Divisions. Timothy L. Sanford was hired from 1 May 1989 to 31 March 1990 as secretarial support for the two divisions. As of 15 November 1989, in an effort to consolidate project work and to simplify reporting arrangements, it was decided that Barry Cahill would work entirely within Manuscripts, and Wendy Thorpe within Public Records, rather than the shared arrangement that had previously occurred. From 1 January 1990 to 31 March, Darlene Brine served as the archival assistant, Public Records, during which time she was replaced in the Manuscript Division by Allen B. Robertson.

Much has been accomplished within the division during this 15-month period, thanks to the dedication and cooperation of a hard-working staff. Nearly 2,000 written inquiries were received, mostly of a genealogical nature. In an effort to dissuade correspondents from expecting detailed assistance as a normal prerogative, the institutional guidelines for handling written inquiries were revised to emphasize a reference, rather than research, service; the number of letters entertained from any one correspondent was also further reduced. Turn-around time for written inquiries currently averages 15 days.

Providing sufficient staff for the third floor control desk remains difficult. The hiring of a half-time summer assistant is welcome, but does not solve the year-round problems generated by the volume of business, the expectations of users, and the increasing complexity of genealogical research. In an attempt to reduce the time spent retrieving frequently used microfilm, most of the heavily used reels are now available in a self-service area of the Third Floor Reading Room, thanks to new shelving installed during 1989. A brief guide to census records that have been published or transcribed or both has been developed, and a similar list of cemetery and funeral company records is being finalized, in an effort to provide rapid public access to these holdings.

The presence of a contract clerical person within the Manuscripts Division during 1989/90 was instrumental in keeping abreast of current typing requirements, in reducing a substantial backlog, and in facilitating several projects designed to enhance user access to archival holdings. In addition to regular correspondence, 96 finding aids, ranging in length from 1 to 80 pages, were typed over an 11-month period. Of equal significance, some 2,500 index cards were processed and filed within the public catalogues, greatly facilitating access to holdings. A major project involving the public finding aids was also completed, whereby they were physically reorganized into colour-coded binders (blue for manuscripts, red for public records), with consistent external labelling and systematic internal tab dividers. Easy identification and enhanced user access have been significant results of this project. These advances made within the division over the past months would not have been possible without secretarial support, and cannot be sustained unless such support is continued.

During 1989, the Manuscripts Division developed and implemented a Transfer Agreement for use in the acquisition of corporate records; and a Deed of Gift for use in the donation of personal and family papers or collections. Work has also begun on the development of acquisitions mandates for the various manuscript groups (MG). To date, a formal document has been approved for MG 20, Records of Corporate Bodies; and preliminary work has been done on MG 100, the Miscellaneous Manuscripts Collection, and MG 8, Family Bibles. Such mandates will identify what is to be collected, and in what priority; they will be significant in developing acquisitions strategies, and in promoting user awareness of manuscript holdings. This is in keeping with the new divisional policy of implementing standard appraisal and selection practices in the processing of manuscript material.

A new, standardized entry-card format for the third floor card-catalogue system was inaugurated in 1988. During 1989, further rules were developed and incorporated into a procedural guide, which is in the final stages of preparation. In addition, a form listing all the necessary descriptive elements is being finalized for use in cataloguing work.

Over 220 accessions (exclusive of microform material) were processed by the Manuscripts Division during the past fifteen months. While the following appendix indicates the principal acquisitions, it does not reflect either the variety or the time-consuming nature of many small holdings processed by Manuscripts staff during this time period.

Principal Accessions—1989

MG 1—Personal and Family Papers

Anderson, Ross (d. 1988). Annual bird-count tabulation files, arranged by province, territory, region, and nation; 1899–1988. (Vol. 2870–2875; 70 cm.) Finding aid: file list.

Bliss Family Papers Letters and documents of Loyalist Chief Justice Jonathan Bliss of New Brunswick and his children and grandchildren in New Brunswick, Nova Scotia, and England; 1749–1920. (Vols. 1604–1613; 1.8 m.) [Indefinite loan; unaccessioned]. Finding aid: file list.

Brown, Stella (Grant) (d. 1976). Memorabilia from New Glasgow High School (1905–1907) and Mount Allison Ladies' College, Sackville, N.S. (1911–1914); correspondence (1943–1944). (Vol. 2782; 10 cm.) Finding aid: file level. (N.B.: For photographs, published material and newspapers, see the appropriate divisions.)

Collins, Pamela B. Records of the Heritage Trust of Nova Scotia and other heritage and cultural organizations; 1969–1984. (Vols. 3163–3172; 1.3 m.) Finding aid: file list. (N.B.: For photographs, audio and visual materials see the appropriate divisions.)

Dennis, Clara (1881–1958). Correspondence, notebooks and miscellaneous published and unpublished materials, 1905–1957; author and reporter of Halifax, N.S. (Vols. 2865–2869; 80 cm.) Finding aid: file list. (N.B.: For photographs, see appropriate division.)

Feindel, John H. (d. 1917). Diaries, August 1914—April 1917; written while fighting overseas. (Vol. 2757; 5 cm.) Finding aid: file list.

Heine, William C. Correspondence, research notes, subject files, and draft manuscripts generated in the preparation of his Provo Wallis biography, *96 Years in the Royal Navy* (published 1987). (Vols. 3201–3202; 38 cm.) Finding aid: file list. (N.B.: For photographs and published material, see the appropriate divisions.)

Johnson, Ralph S. (1900–1988). Correspondence, research notes, draft manuscript for his *Forests of Nova Scotia: a History* (published 1986). (Vols. 2860–2863; 90 cm.) Finding aid: file list.

Loomer, Ralph (1905–). Correspondence, speeches, broadcast scripts, and miscellaneous published and unpublished materials, 1930s–1970s; florist, CCF candidate and activist, of Falmouth, Hants County, N.S. (Vols. 3173–3179; 1.1 m.) Finding aid: file list. (N.B.: For graphic and cartographic materials, see appropriate divisions.)

Macdonald, James S. Scrapbooks of the Nova Scotia Historical Society and the North British Society of Halifax; 1904–1913. (Vols. 3180–3183; 84 cm.) Finding aid: container list. (N.B.: For photographs, see appropriate division.)

MacNeil, Donald J. (1903–1968). Correspondence, reports, research files, etc., re: geology; resource development; various provincial and national resource-based professional organizations; Dept. of Geology, St. Francis Xavier University; M.I.T. International [Geology] Summer School; Town of Antigonish; etc. Petroleum geologist, university professor and department head, consultant in geology and resource development; 1932–1988 (bulk dates 1944–1988). (4.3 m.) Accessioned.

Macpherson, Lloyd B. (d. 1988). Draft manuscript, subject files, cancellations, duplex cancellations, and miscellaneous material re: Nova Scotian stamps, philatelic history in Nova Scotia; ca. 1867–1980s. (1 m.) Accessioned.

Mills, Katherine V. (d. 1989). Correspondence, genealogical research files, legal documents, photographs; 1920s–1980s. (.5 m.) Accessioned.

Stairs Family Papers of William James Stairs (1819–1906); Cyril Walter Stairs (1891–1953); and Arthur Drysdale Stairs (1919–1973); and the records of William Stairs, Son and Morrow, Halifax; 1810–1969. (Vols. 3250ff; 9.2 m.) Finding aid: file list [in preparation].

Stevens, Robert K. (1941–). Family histories for some 130 Eastern Shore, Halifax County families. (Vol. 2864; 23 cm.) Finding aid: file list.

Taylor Family Correspondence, scrapbooks, clippings, diaries, photographs, sound tapes, published and unpublished papers, etc. for Hugh A. Taylor and various family members; 1808–1988. (Vols. 2591–2991, 3129–3159; 12.4 m.) Finding aid: file list.

Tulloch, Marion (Rood) (1911–1985). Correspondence, research notes, and miscellaneous press clippings and genealogical source materials; 1960s–1989; school teacher and genealogist of Halifax, N.S. (Vol. 2622; 25 cm.) Finding aid: file list.

Wambolt, M. Grace (1901?–1988). Correspondence, original documents, research papers and lectures, printed matter; lawyer and Q.C., Halifax, N.S. (Vol. 1596; 23 cm). Finding aid: file list [in preparation]. (N.B.: For photographs, see appropriate division.)

Wilcox Family Broadcast scripts, articles, unpublished manuscripts and miscellaneous published and unpublished materials, 1812–1985, mostly of Jack Wilcox (1920s?–) and his father, Archdeacon No.l H. Wilcox (1890–1932), of Dartmouth, N.S. (Vols. 2439, 2603–2605; 66 cm.) Finding aid: file list. (N.B.: For photographs and sound recordings, see appropriate divisions.)

MG 2—Papers of Politicians/Records of Political Parties

New Democratic Party. General office and administrative files, clippings files, research files, election files; 1983–1986. (Vols. 1565–1627; 14.8 m.) Finding aid: file list (access restrictions).

MG 3—Business Records

Colwell Bros., Halifax. Cash books, daybooks, journals, ledgers, letterbooks, miscellaneous business records, ephemera; 1891–1920. (Vols. 6168–6179; 2 m.) Finding aid: container list.

MG 4—Churches and Communities

Louisbourg (Fortress): Louisbourg Estates Inventories Collection. Inventories of eighty-seven estates of individuals who died at Louisbourg between the years 1715 and 1758. French transcription, followed directly by an English translation and arranged chronologically. (Vols. 360–361; 46 cm.) Finding aid: item list.

MG 20—Records of Corporate Bodies

1994 Halifax Commonwealth Games Society. Minutes, reports, correspondence, financial records; 1986–1988. (Vols. 102–105; 92 cm.) Finding aid: file list.

Atlantic Word Processing Association. Correspondence, minutes, reports, by-laws, membership lists, newsletters, financial data and related items, 1981–1988. (Vols. 3091–3094; 40 cm.) Finding aid: file list.

Canadian Council of the Blind (Maritime Division). Minutes, annual reports, correspondence, financial records; 1949–1987. (Vols. 3131–3141; 1.2 m.) Finding aid: file list.

Canadian Federation of University Women (Halifax). Membership records, correspondence, minutes, reports, newsletters, and publications; 1963–1988. (Vols. 3097–3098; 20 cm.) Finding aid: file list.

Dartmouth Chamber of Commerce. Constitution and by-laws; correspondence; financial statements; membership lists; minutes of meetings; press releases; reports; 1958–1984. (Vols. 1621–1623; 69 cm.) Finding aid: file list.

Halifax Children's Foundation. Minutes of meetings, correspondence, reports; 1972–1985. (Vols. 3073–3074; 60 cm.) Finding aid: file list.

Multicultural Association of Nova Scotia. Subject files, correspondence, reports, minutes, newsletters, financial data, and related materials; 1975–1987. (Vols. 1881–1887, 3119–3122; 1.2 m.) Finding aid: file list.

North End Diversion and Neighbourhood Justice Project (Halifax). Minutes, correspondence, reports, studies, research papers, surveys, and related material; 1970s. (Vols. 3115–3118; 88 cm.) Finding aid: file list.

Nova Scotia International Tattoo and Nova Scotia International Gathering of the Clans. Minutes, reports, correspondence, financial records, and related material; 1979–1980. (Vols. 3110–3111; 22 cm.) Finding aid: file list.

Nova Scotia Society of Occupational Therapists. Minutes, annual reports, correspondence, membership lists, publications, newsletters, and related materials; 1950–1988. (Vols. 1872–76, 1999, 3022; 1.1 m.) Finding aid: file list.

Registered Nurses Association of Nova Scotia. Records (legislative acts, constitution, by-laws; minutes; correspondence; briefs, reports, submissions) and photographs; 1909–1989. (Vols. 3156–3170; 3 m.) Finding aid: file list [in preparation]. (N.B.: For photographs, see appropriate division.)

Rick Hansen "Man in Motion" World Tour (Nova Scotia co-ordinating committee). Minutes, correspondence, financial records; 1986. (Vol. 3145; 23 cm.) Finding aid: file list [in preparation].

St. George's Society (Halifax). Correspondence, minutes, reports, membership applications, programs, financial data, and related material; c. 1959–1985. (Vol. 3042; 23 cm.) Accessioned.

The Waegwoltic, Ltd. (Halifax). Minutes, reports, correspondence, financial statements, and related materials; 1980–1985. (Vols. 3099–3101; 30 cm.) Finding aid: container list.

Women's Information, Resource and Referral Service (Halifax). Minutes, reports, correspondence, financial statements, and related materials, 1980–1985. (Vols. 3099–3101; 30 cm.) Finding aid: file list (access restrictions).

MG 25—Union of Nova Scotia Municipalities

Union of Nova Scotia Municipalities. Files of the Executive Director, including reports, conference papers, reference materials, resolutions and recommendations, and related items; 1959–1988. (Vols. 112–117; 1.4 m.) Finding aid: file list.

MG 29—Records of Temperance Organizations

Nickerson Collection. Minutes, record books, reports and correspondence for the Grand Division, Sons of Temperance of Nova Scotia and various district divisions; books, booklets and pamphlets; 1848–1981 (bulk dates 1917–1970s). (Vols. 72ff.; 3.2 m.) Finding aid: file list [in preparation].

MG 100—Miscellaneous Manuscripts Collection

Some 240 new item acquisitions. (Vols. 86–91; 70 cm.). Finding aid: file lists.

Special Projects

Genealogical Sources County Guide Series

(Coordinator, Julie Morris)

The *Nova Scotia Genealogical Sources County Guide Series* was created to provide researchers and staff with definitive sources for regional genealogical research. Each guide is compiled by staff, predominantly from the Manuscripts Division.

The series consists of nineteen guides: one for each of the eighteen counties, and one for the City of Halifax. The contents of each guide will assist genealogical researchers by providing quick access via a standard list, with retrieval numbers, to specific sources available at the Public Archives of Nova Scotia. Each guide is less than 20 pages long, with a map of the county (or the City of Halifax) on the cover, and costs $2.50.

Four of the guides were published during 1989: No. 1—Halifax County (compiled by Philip L. Hartling and Julie Morris); No. 2—Kings County (Wendy L. Thorpe); No. 3—Lunenburg County (Philip L. Hartling); and No. 4—Pictou County (Allan C. Dunlop). Four more have been compiled: No. 5—Annapolis County (Wendy L. Thorpe); No. 6—Colchester County (Allan C. Dunlop); No. 7—Guysborough County (Philip L. Hartling); No. 8—City of Halifax (Garry Shutlak); and will be available in the summer of 1990. An additional four are in preparation.

A note of appreciation to all archivists who contributed to the guides, and to Francine Hannam (provincial archivist's secretary), for producing fine copy for publication.

Nova Scotia Historical Review

Editor, Barry Cahill
Literary Editor, Lois Kernaghan

Volume 9 of the *NSHR* was published in two instalments in 1989. Number 1 (June), though general in scope and content, carried "overflow" from the legal-medical theme issue of December 1988. Number 2 (December) took as its theme the architectural heritage of Nova Scotia. Both issues sold out; the June issue had to be reprinted. This was an unprecedented course of action, which is not likely to be repeated because it is not cost-effective. The Department of Education decided not to renew the 150 subscriptions which it had purchased annually

since 1981. The resulting loss of revenue was offset in part by an increase in the number of new subscriptions, generated by circularizing all former subscribers to the *Nova Scotia Historical Quarterly* who were not also subscribers to the *Review*. The number of subscribers currently stands at about 800. In 1989 a book review editor was added to the staff of the *Review;* he is Allen B. Robertson, Ph.D. candidate in History at Queen's University, who has been a term employee at PANS. The *Review* continues to be funded through a $10,000 annual direct grant from the N.S. Department of Tourism and Culture.

MICROFILM

Philip L. Hartling

Public Archives continues to support an active microfilming program employing two camera operators. Papers and records are received on temporary loan from various churches, businesses, and organizations around the province, and are microfilmed both as a public service and as part of the Archives' acquisitions strategy. In-house holdings are also microfilmed for conservation and security purposes.

During the period from January 1989 to March 1990, Mrs. Linda Cookson filmed 153 reels, while Ms. Lorraine Hobbs filmed 54 reels of 35 mm. microfilm. The latter operator was required to repair damaged newspapers before they could be filmed. (See accompanying appendix for number of microforms catalogued by the microfilm archivist.)

The Archives purchased four microfilm and three microfiche readers during 1989. They are in constant use and have proven to be extremely popular with the public.

Individuals and institutions frequently submit purchase orders for PANS microfilms. These films are duplicated unless they are restricted. During 1989–90, $9,390 was realized from the sale of 228 reels of microfilm.

The microfilm archivist continues to reply to genealogical inquiries, as well as to questions concerning microfilms. During the past fifteen months, 270 letters were answered. The microfilm archivist submitted 149 interlibrary loan (ILL) requests to libraries and archives, and received 84 ILL requests from similar institutions.

Material Borrowed for Filming

Blackwood, Rev. Robert (c. 1785–1857). Church and day-books, 1816–1859, kept by Rev. Blackwood, Presbyterian minister, Tatamagouche area, Colchester County. Micro: Biography: Blackwood, Rev. Robert; 1 reel. Finding aid: fonds level description.

Christie, Marion D. Scrapbooks re: history and contemporary events in Bedford; 1986–1988. Micro: Biography: Christie, Marion D.: Scrapbooks: Reel 4; 1 reel. Finding aid: file list.

Dennis, Agnes (1859–1947). Scrapbooks include invitations, photographs, correspondence, newspaper clippings and articles re: the Red Cross, Victorian Order of Nurses, and Local Council of Women; 1883–1978 (bulk dates, 1908–1947). Micro: Biography: Dennis, Agnes; 1 reel. Finding aid: file list.

Flanders, Lewis (1888–1966). Genealogies of Flanders, Talbot, Dill, Murphy, and MacInnis families; newspaper clippings, photographs, medals, marriage certificates and family documents; 1796–1954. Micro: Biography: Flanders, Lewis (1888–1966); 1 reel. Finding aid: file list.

Jackson, Robert M. Genealogical notes on Pictou County families and historical articles on the county; 1786–1989. Micro: Biography: Jackson, Robert M.: Papers; 1 reel. Finding aid: file list.

Patterson, James (1760–1857). Combined account and day-book, 1790–1806, kept by Patterson, a Pictou merchant, farmer, and yeoman. Micro: Biography: Patterson, James (1760–1857); 1 reel. Finding aid: file description.

Ryerson, Edwin. Diary, 1857–1859. Micro: Biography: Ryerson, Edwin; 1 reel. Finding aid: item description.

Ryerson Family. Diary of a young woman at St. Mary's Convent School, Clare, Yarmouth County, April–July 1876. Micro: Biography: Ryerson Family; 1 reel. Finding aid: item description.

Shaw, L.V. *"Cui Bono? Probono Publico, Community Genealogy, Parish of St. Clements 1936"*: genealogies of numerous families in Clements Township. Micro: Biography: Shaw, L.V.; 1 reel. Finding aid: item list.

Advocate Pastoral Charge, United Church, Advocate Harbour. Baptisms, marriages, and burials; history of Advocate; and miscellaneous records;

1851–1989. Micro: Churches: Advocate Harbour: Advocate Pastoral Charge, United Church; 2 reels. Finding aid: file list.

Baptist Church, Guysborough. Membership lists, baptisms, marriages, births, annals of church, and minutes of meetings; 1826–1873. Micro: Churches: Guysborough: Baptist Church; 1 reel. Finding aid: file list.

J. Wesley Smith United Church, Halifax. Baptisms, marriages, burials, and miscellaneous records; 1869–1987. Micro: Churches: J. Wesley Smith United Church: Reels 2–8; 7 reels. Finding aid: file list.

St. Andrew's Anglican Church, Hantsport. Baptisms, marriages, burials, and confirmations; 1890–1967. Micro: Churches: St. Andrew's Anglican Church: Reel 2; 1 reel. Finding aid: file list.

St. Andrew's Presbyterian Church, Sydney Mines. Minutes of Session, Board of Trustees' meetings, miscellaneous newspapers, deeds, and miscellaneous records; 1881–1979. Micro: Churches: Sydney Mines: St. Andrew's Presbyterian Church: Reels 2–3; 2 reels. Finding aid: file list.

St. James' United Church, Sambro. Vital statistics, minutes of organizations, and financial and miscellaneous records; 1874–1988. Micro: Churches: Sambro: St. James' United Church: Reels 2–3; 2 reels. Finding aid: file list.

St. John's United Church, Middleton. Correspondence, minutes of Session, baptisms, marriages, transfers, communion, and Session expenses; 1978–1988. Micro: Churches: Middleton: St. John's United Church: Reel 3; 1 reel. Finding aid: file list.

St. Luke's Presbyterian Church, Salt Springs. Baptisms, 1892–1984. Micro: Churches: Salt Springs: St. Luke's Presbyterian Church; 1 reel. Finding aid: file list.

St. Michael's Anglican Church, Petite Rivière. Vital statistics, confirmations, and parish roll; 1862–1953. Micro: Churches: Petite Rivière: St. Michael's Anglican Church; 1 reel. Finding aid: file list.

St. Paul and St. Stephen United Church, Kentville. Baptisms, marriages, burials, and miscellaneous records; 1859–1977. Micro: Churches: Kentville: St. Paul and St. Stephen Pastoral Charge, United Church; 5 reels. Finding aid: file list.

St. Paul Pastoral Charge, United Church, Westville. Baptisms, marriages, burials, and communion rolls; 1871–1980. Micro: Churches: Westville: St. Paul Pastoral Charge, United Church; 2 reels. Finding aid: file list.

St. Peter's Anglican Church, West LaHave. Baptisms, marriages, and burials; 1830–1917. Micro: Churches: New Dublin: Anglican: Reel 3; 1 reel. Finding aid: file list.

Trinity Anglican Church, Digby. Vital statistics, minutes of vestry and parish meetings, records of services, and miscellaneous records; 1786–1976. Micro: Churches: Digby: Trinity Anglican Church, Reels 2–3; 2 reels. Finding aid: file list.

Trinity—St. Stephen's United Church, Amherst. Minutes of various organizations and committees, financial records, birth lists, and miscellaneous records; 1895–1988. Micro: Churches: Amherst: Trinity-St. Stephen's United Church: Reels 12–14; 3 reels. Finding aid: file list.

Yarmouth Mountain Cemetery, Yarmouth. Burial register, index and contracts for perpetual care, proceedings of the company, and miscellaneous records; 1859–1940. Micro: Cemeteries: Yarmouth: Yarmouth Mountain Cemetery; 1 reel. Finding aid: file list.

Family and Children's Services of Cumberland County. Minutes of meetings, annual meetings and reports, and miscellaneous records; 1913–1985. Micro: Miscellaneous: Societies: Family and Children's Services of Cumberland County; 6 reels. Finding aid: file list (access restrictions).

Workers' Compensation Board. Minutes, 1929–1953. Micro: Miscellaneous: Workers' Compensation Board: Reel 2; 1 reel. Finding aid: file list.

Annapolis Valley Apple Blossom Festival. McCelland & Stewart: Toronto, photocopied and original newspaper clippings, photographs, and programs pertaining to the Annapolis Valley Apple Blossom Festival, (1928)–1932–1989. Micro: Miscellaneous: Annapolis Valley Apple Blossom Festival; 3 reels. Finding aid: file list.

Capitol Theatre, Halifax. Programmes, program schedules, agents' register, and miscellaneous records; 1900–1978. Micro: Places: Halifax: Capitol Theatre; 1 reel. Finding aid: file list.

Colchester County Deaths. Unattributed record book of Colchester Co. deaths; 1793–1897 (bulk dates 1880s–1890s). Micro: Places: Colchester County: Deaths; 1 reel. Finding aid: item description.

Dept. of Marine and Fisheries, Shipping Office, Canada. Agreements and accounts (of crews and official log books); most entries for vessels owned by E. Churchill and Sons, Hantsport, and registered at Windsor, 1881–1889. Micro: Places: Canada: Dept. of Marine and Fisheries: Shipping Office; 1 reel. Finding aid: file list.

East and West Branch East River Bible Society and Bible and Evangelical Society, Springville, Pictou Co.; 1840–1862. Minute-books. Micro: Places: Springville: Societies; 1 reel. Finding aid: file list.

Electoral Lists, 1988, Nova Scotia. Lists of electors, 1988 Nova Scotia (provincial) general election. Micro: Places: Nova Scotia: Electoral Lists—1988. Reels 53–59; 7 reels. Finding aid: file list (access restrictions).

Lunenburg County District School Board. Minutes, 1988. Micro: Places: Lunenburg County: School Board; 1 reel. Finding aid: file list.

Municipality of the County of Cumberland. Minute-books of meetings and miscellaneous records of the Court of General Sessions of the Peace and Municipality of Cumberland County Council; 1871–1985. Micro: Places: Cumberland County: Municipal Government; 3 reels. Finding aid: file list.

Stora Forest Industries Ltd., Point Tupper. Newspaper clippings, miscellaneous newspapers, and photograph albums on the pulp mill at Point Tupper, forestry, forest issues, and economic development in eastern Nova Scotia; 1956–1988. Micro: Places: Point Tupper: Stora Forest Industries Ltd.; 14 reels. Finding aid: file list.

Stormont Township Poor Relief Book. Combined cash—and minute-book (1931–1952), and miscellaneous records (1928–1952) regarding the poor, Ratepayers of Section Number 7, District of Country Harbour, Guysborough County. Micro: Places: Stormont Township: Poor—Relief; 1 reel. Finding aid: file list (access restrictions).

Supreme Court, Cape Breton. Proceedings, Special Court of Exchequer, Special Sessions, 1785–1842. Micro: Places: Cape Breton: Courts—Supreme Court; 1 reel. Finding aid: file description.

Town of Bridgewater. Council Minutes, 1976–1987. Micro: Places: Bridgewater: Council Minutes. Reels 11–15; 5 reels. Finding aid: file list.

Town of Bridgewater. Minutes of various commissions and committees, 1930–1989. Micro: Places: Bridgewater: Municipal Government; 4 reels. Finding aid: file list.

Town of Bridgewater. Public Service Commission. Minute-books, 1970–1989. Micro: Places: Bridgewater: Public Service Commission: Reel 2; 1 reel. Finding aid: file list.

Town of Bridgewater. Town Council Committees' Meetings. Minute-books, 1982–1989. Micro: Places: Bridgewater: Council Committees' Meetings' Minutes. Reels 3–4; 2 reels. Finding aid: file list.

Town of Hantsport. Lists of town officials (1895–1988) and minutes of town council meetings (1895–1980). Micro: Places: Hantsport: Municipal Government; 4 reels. Finding aid: file list.

Watiqua II, Upsalquitch, N.B. Visitors' and record-books (1917–1980) of salmon-fishing camp initially owned by Hon. W.A. Black. Micro: Places: Upsalquitch: Watiqua II; 1 reel. Finding aid: file list.

PANS Holdings Microfilmed

MG 1, Vol. 14. Senator William Johnstone Almon (1816–1901), scrapbook re: Almon family, other early New England/Nova Scotia families; 1700s–1940s. Micro: MG 1, Vol. 14; 1 reel. Finding aid: file description.

MG 1, Vol. 1309. Thomas Cantley (1857–1945), scrapbook containing maps, plans, photographs, and descriptions of collieries, quarries, railways, furnaces, coke ovens, etc.; c. 1898–c. 1914. Micro: MG 1, Vol. 1309; 1 reel. Finding aid: file description.

MG 1, Vol. 2846. George L. Phillips's heavily annotated copy of Edwin Crowell, *A History of Barrington Township and Vicinity Shelburne County, Nova Scotia 1604–1870 with a Biographical and Genealogical Appendix* (c. 1923). Micro: MG1, Vol. 2846, #1; 1 reel.

MG 4, Vols. 13–13A. Chester Records: Chester Township records, 1762–1873; St. Stephen's Anglican Church, baptisms, marriages, and burials, 1762–1859. Micro: MG 4, Vols. 13–13A; 1 reel. Finding aid: file list.

MG 4, Vol. 23. Trinity Anglican Church, Digby: baptisms, 1786–1828; marriages, 1786–1834; and burials, 1786–1839; typescript. Micro: MG 4, Vol. 23; 1 reel. Finding aid: file list.

MG 4, Vol. 77. Liverpool and Queens County Records. Tombstone inscriptions, church records, records of proprietors, and miscellaneous records; typescript. Micro: MG 4, Vol. 77; 1 reel. Finding aid: file list.

MG 4, Vols. 133–136. Township of Rawdon; St. Paul's Anglican Church, Rawdon; and Ritcey Cove Methodist Church records, 1793–1926. Micro: MG 4, Vols. 133–136; 1 reel. Finding aid: file list.

MG 5, Camp Hill Cemetery, Halifax. Burial registers, interment lists, account books, lot owners' books, and season and perpetual care books; c. 1844–1974. Micro: Cemeteries: Halifax: Camp Hill Cemetery: Reels 11–17; 7 reels. Finding aid: file list.

MG 9, Vol. 14. Robert Murdoch (1836–1904), scrapbook of clippings re: politics, crime, shipwrecks, Pictou County, and poems by Robert Murdoch, Pictou's Local Poet ("PLP"); c. 1880–c. 1896. Micro: MG 9, Vol. 14; 1 reel. Finding aid: file description.

MG 9, Vol. 321. F. B. McCurdy, scrapbook of newspaper clippings and typed material re: the Maritime Rights movement; 1915–1947 (bulk dates, 1923–1927). Micro: MG 9, Vol. 321; 1 reel. Finding aid: file description.

MG 15, Series G, Vol. 22. Gaelic poetry by John Maclean and Hector Maclean; hymns by John Maclean and Rev. James MacGregor; c. 1819–1880. Micro: MG 15, Series G, Vol. 22; 1 reel. Finding aid: file list.

MG 100, Vols. 118–160. Miscellaneous Manuscripts Collection. Micro: **MG 100, Vols. 118–160**; 28 reels. Finding aid: file lists.

RG 14, Vols. 23–29. Halifax County School Papers. Petitions, warrants, certificates, minutes, correspondence, list of schools, teachers and students, and miscellaneous material; 1812–1896. Micro: RG 14, Vols. 23–27; 4 reels. Finding aid: file lists.

RG 19, Vols. 1–4. Records of the Dept. of Labour. Certificates and licenses granted to managers, underground managers, overmen, engineers, and examiners; and applicants for mines examinations; 1882–1951. Micro: RG 19, Vols. 1–4; 2 reels. Finding aid: file list.

RG 36, Vol. 72. Court of Chancery. List of Causes, 1751–1855. Micro: RG 36, Vol. 72; 1 reel. Finding aid: file description.

RG 44, Vol. 222. Nova Scotia Task Force on AIDS. Clippings, articles, reports, and policies on Acquired Immune Deficiency Syndrome (AIDS); 1979–1988. Micro: RG 44, Vol. 222; 1 reel. Finding aid: file list.

Microforms Received as Gifts or through the National Archives of Canada Diffusion Program

RG 48, Series CU, Reels 1–122. Cumberland County Probate Court. Indices to will books, act books, and estate papers; Books of Registry/Decree Books; Estate Papers, #1–5011; 1789–1938. Micro: RG 48, Series CU, Reels 1–122; 122 reels. Finding aid: file list.

Camp Hill Cemetery, Halifax. Indices to Camp Hill Cemetery interments; 1989. Micro: Cemeteries: Halifax: Camp Hill Cemetery—Indices; 4 reels. Finding aid: file list.

Fenian Raids Bounty, Canada. Indices to Bounty Claims, Disallowed Claims, Bounty Applications, and Medal Registers; c. 1912. Micro: Places: Canada: Fenian Raids Bounty; 6 reels. Finding aid: file list.

Great Britain. Admiralty 103. General Entry Books of American Prisoners of War, Halifax, 1812–1815; General Entry Book of Soldier Prisoners (French and Spanish), 1803–1814; deaths, list of prisoners exchanged, and miscellaneous records. Micro: Great Britain: Admiralty 103; 5 reels. Finding aid: file list.

Great Britain. Loyalist Regiment Muster Rolls. Muster rolls of numerous regiments in the American Revolution; 1777–1783. Micro: Places: Great Britain. Army: Loyalist Regiment Muster Rolls; 11 reels. Finding aid: file list.

Great Britain. Colonial Office Papers (C.O. 42: Quebec/Lower Canada). Original correspondence to the Secretary of State: despatches, reports, maps, charts, and miscellaneous documents; 1762–1826. Micro: Miscellaneous: Colonial Office 42; 71 reels. Finding aid: file list.

Great Britain. Colonial Office Papers (C.O. 188: New Brunswick, Vols. 1–28, 33–109). Official correspondence to the Secretary of State: despatches, offices and individuals, miscellaneous records; 1784–

1849. Micro: Miscellaneous: Colonial Office 188; 55 reels. Finding aid: file list.

National Archives of Canada. Manuscript Division. Main Entry Catalogue, 1987. Microfiche: Miscellaneous: National Archives of Canada: Manuscript Division—Main Entry Catalogue; 21 microfiche. Finding aid: file list.

National Archives of Canada. Manuscript Division. General Inventory, 1987. Microfiche: Miscellaneous: National Archives of Canada: Manuscript Division—General Inventory; 105 microfiche. Finding aid: file list.

Microfilms Purchased From Other Institutions

Byles Family. Correspondence, account book and estate inventory, commonplace book, and a fragment of a diary; 1757–1837. Micro: Biography: Byles Family; 2 reels. Accessioned.

Holy Guardian Angels Roman Catholic Church, L'Ardoise. Vital statistics, 1823–1898; baptisms, 1874–1983; marriages, 1908–1981; burials, 1898–1986; and miscellaneous records, 1820–1829. Micro: Churches: L'Ardoise: Holy Guardian Angels R.C. Church; 4 reels. Finding aid: file list.

Louisbourg Papers. Documents re: Louisbourg Expedition, 1745, including copies of instructions to Pepperrell, records of councils of war, letters, subsequent claims arising from service, and miscellaneous records; 1744–1758. Micro: Places: Louisbourg: Louisbourg Papers; 1 reel. Accessioned.

Mascarene Family. Autobiographical sketch, last will and testament, biographical documents re: Paul Mascarene; family correspondence and papers; 1687–1839. Micro: Biography: Mascarene Family; 1 reel. Accessioned.

Public Record Office, Great Britain. Kew Lists. Finding Aids (*Current Guide* and class lists) to British government departmental records held at PRO (Kew). Micro: Places: Great Britain: Public Record Office; 3542 microfiche. Finding aid: introduction and shelf list.

St. Andrew's United Church, Sydney. Marriages, 1923–1946, 1979–1984; burials, 1923–1981; and historic roll. Micro: Churches: Sydney: St. Andrew's United: Reel 2; 1 reel. Finding aid: file list.

ARTIFACTS AND EXHIBITIONS

Darlene Brine

In 1989–1990, 43 persons researched items from the artifacts collection; there were four written inquiries and approximately 15 telephone inquiries. As the Archives now rarely accepts artifacts, there were no new acquisitions.

In 1989 the Titanic Society approved funding for the conservation work on our three "Titanic" pieces of wood. The work was done by conservator John Grant and the wood will be properly displayed in the near future.

The Public Archives was one of a small number of Canadian venues for the Scottish travelling exhibition "As An Fhearann—From the Land." Supported in part by the federal Department of Communications, the provincial Department of Tourism and Culture and the Public Archives, this multimedia exhibition provided a dramatic look at crofting in the Scottish highlands.

Several small in-house exhibits were prepared by Mr. James Paul, a volunteer, with the assistance of other staff members. These included "Honours and Awards" and the "Old Halifax Airport." The National Archives exhibit "Papineau" closed in the Chase Exhibition Room in February 1989 and was followed by "Ink on Paper," prepared by the MacDonald Museum in Middleton.

PUBLIC RECORDS DIVISION

Sandra Haycock, Barry Cahill
Kent Haworth, John MacLeod,
Wendy L. Thorpe, Tina Parsons

The Public Records Division is responsible for the acquisition, appraisal, selection, arrangement, description, and maintenance of records created by boards, departments or agencies of the provincial government, records of the courts and the records of the many municipalities in the province. As well, the division shares with the Manuscripts Division the responsibility for public service on the third floor.

Fifteen departments or agencies had their recommended records retention schedules reviewed or approved for the first time this year. This activity gives the Public Archives an opportunity to work closely with the records staff in government agencies and to become familiar with

records generated there. Through this contact we are better able to explain our mandate and procedures and answer any questions about our function or facility. From our accessions list it is clear that departments and agencies are becoming increasingly aware of the historical value of their records and the role the Archives plays in preserving them.

The absence of a provincial records manager has precluded advances in the Records Management Program and the Archives' relationship to it. However we have used this time to evaluate the program from an archival perspective. It is hoped that when a records manager is appointed we will be able to ensure the protection of our documentary heritage. The Archives has been in regular communication with Management Board and the Department of Government Services in an effort to keep the program running smoothly and to make adjustments where necessary and possible.

The increase of public records offered to us for possible permanent retention (over half a kilometre of records in 1989–90) has required that we develop appraisal policies, techniques and procedures. This effort has allowed us to better document our appraisal decisions. This ensures that the final decision on the destruction of records which are scheduled "archival selection" is made by the provincial archivist on the advice of the Public Records Division. This systematic and studied approach to the appraisal of records should be of considerable benefit in the future.

We continue to be concerned over municipal and court records. Given the massive scope and quantity of records in both these areas, and especially in municipal records, much planning is necessary before a successful and systematic program of acquisition, arrangement, and description can be undertaken. While we continue to receive records from both areas, we cannot actively solicit at this time. In an effort to deal more adequately with our present holdings of court and municipal records, we have increased our staff commitment from one half-time to one full-time archivist. This will improve our management of these valuable records in the short term. However, the need for careful planning and a systematic acquisition strategy is no less critical and will be a priority in the division in the near future.

The administration of requests for personal information from school registers or from transcripts of marks has increased considerably. Our time commitment to this function may be out of proportion to the actual archival value of these records (especially the more recent ones) and we have begun to re-evaluate our collection policy in this area. Discussions are under way with the Department of Education on how to best deal with

this type of record. We have made every effort to streamline the process of responding to school record requests and will continue to consider what should be done in the future.

The division was fortunate to have an Arrangement and Description Backlog Reduction grant to sort, organize and rebox the papers of some 1900 cases created by the Court of Chancery, 1751–1855. Access to the renewed case files has been greatly facilitated as a result of this project. Complementing it is the availability on microfilm of the contemporary chronological lists of cases and a 10,000-entry card index of names of all complainants and defendants.

The growth in the areas of acquisition and appraisal indicates an obvious increase in processing: arranging, describing, and preparing finding aids. We make every effort to prepare an inventory for government records within nine months of their transfer to us. Clearly, with our higher profile in government and the flood of records being transferred to us, this becomes increasingly difficult. We have undertaken a review and evaluation of processing procedures, finding aids, and inventories. Through this review and the standards presently being developed by the profession, we hope to establish guidelines for consistent and efficient record description. Meanwhile, we have continued to arrange and describe records as best we can and the division is continuously producing and updating finding aids.

This is a time of much activity in the Public Records Division. Appraisal policies, acquisition strategies, and descriptive standards will continue to both challenge and assist us in the next year and into the next century.

Principal Accessions

RG 3—Executive Council Office. Orders-in-Council 7 Jan. 1988 to 22 Dec. 1988; restricted access (20 cm.)

RG 5—House of Assembly. Bills, Acts, House Orders, Orders of the Day, Tabled Material, Resolutions, 1985–1988. (2.4 m.)

RG 10—Department of Attorney General. Miscellaneous departmental files c. 1975–1983; restricted access. (4.5 m. for selection.)

RG 14—School Registers, Annapolis Royal; Dartmouth District School Board; Digby District School Board; Halifax City Public Schools; Halifax County/Bedford District; Halifax District School Board; Hants County;

Hants West District School Board; Lunenburg County; Municipality of Yarmouth; Pictou County; Richmond District School Board; Queens District School Board; restricted access. (14.27 m.)

RG 14—Department of Education. Division of Adult Education. An account of the origin, plan of the course, and prospectus of the Hants Folk School, together with newspaper clippings and photographs of the school's activities, 1948.

RG 14—Department of Education. Registers of teaching licenses granted to public school teachers, 1880–1978; restricted access. (1.5 m.)

RG 20—Department of Lands and Forests. Files of the minister, deputy minister, Program Planning Branch, Operations Branch and Forest Management Branch, 1948–1984; restricted access. (12.5 m.)

RG 23—Department of Municipal Affairs. Assessment Division. Assessment rolls for the province of Nova Scotia, 1989, 1990. (c. 900 microfiche.)

RG 23—Department of Municipal Affairs. Miscellaneous departmental files, c. 1980; restricted access. (1.2 m. for selection.)

RG 25—Department of Health and Fitness. Health Care Institutions Division. Hospital files, c. 1979–1983; restricted access. (5.7 m.)

RG 25—Department of Health and Fitness. Community Health—Nursing and Health Education Division, 1974–1985; restricted access. (3 m. for selection.)

RG 25—Department of Health and Fitness. Miscellaneous departmental files, c. 1970–1980; restricted access. (30 cm. for selection.)

RG 26—Provincial Planning Appeal Board. Case files and exhibits relating to appeals heard from 1970–1979. (9.9 m.)

RG 35—102—City of Halifax. Papers submitted and read before Halifax City Council, c. 1986–1988 (6 m.)

RG 35—102—City of Halifax. Assessment Field Cards, c. 1964–1978. (10 m.)

RG 35—102—City of Halifax. Index to Halifax City Council minutes, 1988.

RG 35—102—Town of Liverpool. Minutes of Town Council minutes, 1989.

RG 37—District of Pictou. Inferior Court of Common Pleas. Judgement Books, 1804–1811. Docket book 1807–1811.

RG 38 & 39—Halifax County. Supreme and County Court Cases, c. 1962–1968; restricted access. (5.5 m.)

RG 38 & 39—Lunenburg County. Supreme and County Court Records, 1968–1983 (incomplete); restricted access. (30 cm.)

RG 39—District of Pictou. Supreme Court. Docket Book, 1811–1822. Judgement Books, 1807–1828.

RG 44—N.S. Royal Commission of Inquiry into Legislative Salaries and Allowances. Records and report, 1974.

RG 44—N.S. Royal Commissions of Inquiry into the Remuneration of Elected Provincial Officials. Records and report, 1977, 1982, 1983, 1984, 1985. (69 cm.)

RG 44—N.S. Royal Commission into the Employment of Insulators from the United Kingdom at the Heavy Water Plant at Glace Bay. Records and report, 1975. (23 cm.)

RG 44—N.S. Royal Commission on Health Care. Minutes, research files, transcripts of hearings, consultants reports, clippings, and report, 1987–1989; restricted access. (5.1 m.)

RG 44—N.S. Royal Commission on Pensions. Submissions, administrative files, research files, working papers, etc., 1981–1984. (1.5 m.)

RG 44—N.S. Royal Commission on the Donald Marshall, Jr. Prosecution. Records and report, 1987–1990. (12.1 m.)

RG 53—Public Archives of Nova Scotia. Record Commission notebook. Notes by T. B. Akins and others regarding reference enquiries and "Directions for F.S.B." relating to the organization of books and manuscripts of the Record Commission.

RG 55—Department of Development. Records of the Minister of Development, 1952–1984; restricted access. (5.1 m.)

RG 57—Department of Culture, Recreation and Fitness. Miscellaneous departmental files, 1978–1984; restricted access. (2.4 m. for selection.)

RG 59—Department of Housing. Minutes of the Executive Committee of the N.S. Housing Commission, 1978, 1979; superseded policy and procedure manual bulletins, 1960–1986; minutes of the N.S. Housing Commission, 1978, 1979; restricted access. (60 cm.)

RG 59—Department of Housing. Policy files, ministerial enquiry files and legal files pertaining to the Arnold Cooperative Housing Project, 1938–1988; restricted access. (1.8 m.)

RG 72—Department of Community Services. Records of the Department of Public Welfare and the Department of Social Services, c. 1948–1981; restricted access. (90 m. for selection.)

RG 74—N.S. Commission on Drug Dependency. Employee Assistance Division. Staff reports, training sessions, meetings, etc., 1972–1982. (10 cm.)

RG 85—N.S. Human Rights Commission. Clipping files relating to human rights issues in Nova Scotia and Canada, c. 1968–1987. (11.7 m.)

RG 85—N.S. Human Rights Commission. Miscellaneous Commission files, 1968–1986; restricted access. (4.9 m. for selection.)

RG 86—Department of Finance. Pension Benefits Division. Records relating to Public Service pension funds, working papers for annual reports, etc., 1955–1986. (90 cm.)

RG 87—N.S. Policy Board. Miscellaneous files including offshore coordinating committee files, Maritime Premier/New England Governors' conference, Provincial Economic Conference, and Council of Maritime Premiers, 1982–1986; restricted access. (6.9 m.)

RG 88—Department of Industry, Trade and Technology. Case files relating to the review of foreign capital invested in Nova Scotia; restricted access. (3.9 m. for selection.)

RG 88—Department of Industry, Trade and Technology. Miscellaneous departmental files, 1962–1965; restricted access. (8 m.)

LIBRARY

Gwen Whitford, Georges Dupuis, Anjali Vohra, Lillian Leonard

Despite a number of staff shortages and changes, public service continued to be a top priority in the Library. Large numbers of students, genealogists, and other researchers utilized numerous resources in the Library's 60,000-volume book and newspaper collection.

Library assistant Georges Dupuis was seconded to the Public Records Division from 1 February to 30 April 1989. He was replaced by Sarah McCleave during this time. Newspaper specialist Anjali Vohra contributed her time and expertise to the completion of the Union List of Nova Scotian Newspapers. Lillian Leonard, library clerk, completed a detailed examination of the Library's 392 periodical holdings. She ensured that issues not received would be claimed so that the periodical collection would be complete and current.

Between April and October 1989, Elizabeth Johnston, a contract library technician, catalogued approximately 200 pamphlets, booklets and other ephemera for the vertical file collection and provided reference assistance. She also contributed to the Archives' Name Authority Pilot Project by verifying records created in the Library.

The Library's Provincial Employment Program project application to carry out a thorough shelf reading and cleaning of the collection was not approved. This necessary work has not been done for several years. Deterioration of the collections is an ongoing concern.

The major acquisition in 1989 was the purchase of approximately 300 pre-1900 Canadiana materials on microfiche from the Canadian Institute for Historical Micro-reproductions. These microfiche will ensure researchers access to pre-1900 Nova Scotiana monographs that were either previously unavailable in our collection or available, but in need of conservation treatment.

Mrs. Isabel Baker donated the collection of her father, the late Dr. George Hastings Cox, New Glasgow, to the Library in February 1990. This eclectic and extensive Nova Scotiana collection is an invaluable addition to our holdings and should prove to be extremely useful to all researchers.

Wendy Duff, librarian since 1983, resigned in order to teach in the library technician program at the Halifax Campus of the Nova Scotia

Community College. She was replaced by Gwen Whitford, formerly librarian, Department of Tourism and Culture.

STATISTICS

1 January 1989–31 March 1990

Acquisitions	1989/90	1988
Monographs	1,086	685
Periodicals	2,693	1,494
Vertical Files	153	349
Annuals	464	341
Microfilms	20	48
Microfiche	362	100
Total	4,778	3,017
Items Catalogued	2,410	1,377

NOVA SCOTIA NEWSPAPER PROJECT

Project Cataloguer Brenda Hicks finished cataloguing entries for the Union List of Nova Scotian Newspapers in November 1989. Anjali Vohra, Wendy Duff, John MacLeod, and Brenda Hicks completed the proof-reading and prepared the Union List for publication. The Union List will be published in 1990 by the School of Library and Information Studies at Dalhousie University.

NEWSPAPER SPECIALIST

Anjali Vohra

This year the newspaper section participated in a cooperative microfilming project with the National Library. Forty-nine volumes of the *Canso Breeze and the Guysboro County Advocate* (1922–1950) and the *Victoria-Inverness Bulletin* (1926–1950), held by the National Library, were transferred to the Public Archives of Nova Scotia for microfilming. These almost complete runs were the only known copies in existence and will be an invaluable source for those researching Inverness and Guysborough Counties. The success of this project has been encouraging and similar plans are already underway for other Nova Scotian newspapers.

During the year, the newspaper specialist assisted with the completion of the Union List of Nova Scotian Newspapers. A great deal of time was devoted to the cataloguing of newspapers by providing bibliographical description, following national and international standards, and by providing detailed holdings statements for each title.

The newspaper section purchased 34 reels of *Le Courrier* (1937–1988) from the Centre d'Études Acadiennes, University of Moncton.

Statistics for 1989/1990

Newspapers received

	New	Total
Weekly	2	33
Daily	0	7
Bi-monthly	0	2
Fortnightly/Semi-monthly	0	9
Monthly	3	28
Quarterly	0	5
Others	0	3
Total	5	87

Microfilms received

Purchases and exchanges	149
Microfilmed in-house	62
Total microfilms/received 1 Jan. 1989—31 March 1990	211

PHOTOGRAPHS AND DOCUMENTARY ART DIVISION

Margaret Campbell, Gail Judge, Eric Boutilier-Brown

The main foci of activity in the Photographs and Documentary Art Division during the past year have been arrangement and description, and descriptive standards. The emphasis has been on the preparation of inventories according to standards established by the Society of American Archivists. The Photographs Archivist continued as a member of the in-house Descriptive Standards Coordinating Committee and, in common with other division heads, participated in the Name Authority Pilot Project. She also continued as a member of the Bureau of Canadian Archivists' Working Group on Graphic Materials and found participating in writing the rules for describing graphic materials to be an intensive and time consuming "after hours" activity.

At the beginning of the year, the Photographs Division faced a substantial backlog of unprocessed material and partially completed cataloguing projects, including about 2,000 copy prints awaiting matching with original negatives. Fortunately the Archives was able to fund a one-year contract for an archival assistant shared with the Map/Architecture Division, a contract which has been renewed until the end of 1990. This contract position brings to two the number of full-time positions in the Photographs and Documentary Art Division, this being the minimum number required to maintain control over incoming material and meet the basic obligations of the division. As a result, considerable progress has been made in reducing the backlog and some partially completed projects have been completed.

Public service has proved particularly demanding during the past year, with a significant increase in the proportion of researchers doing in-depth research as opposed to casual researchers looking for a few representative images on a given subject. Due to the item-level access required by many researchers, which our manual system can provide to only a relatively small proportion of our holdings, this increasingly intensive and detailed research has put unprecedented demand on the staff time devoted to public service.

Principal Accessions

Berry, Thomas H. Accession no. 1989–458
Photographs, 1943–1960, relating to Zeller's store, Barrington St., Halifax, which belonged to the then store manager, Thomas Berry; 36 items.

Brooks, Bob (b. 1933). Accession no. 1989–468
Photographic story and subject files representing the bulk of the early work of noted photographer and photojournalist Bob Brooks. The work includes photograph files on individuals and events in Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland, the rest of Canada, and the United States, 1950–1984. Subjects include the fishing industry and fishing villages; Africville; the Nova Scotia Home for Coloured Children; the Canadian Armed Forces; Expo 67; prominent Canadians and Americans, including authors, actors, businessmen, and politicians; historic sites and human interest stories; ca. 32,000 items. (Inventory and file list prepared.)

Cunningham, Georgia H. (1888–1969). Accession no. 1989–433
Negatives by professional photographer Georgia Cunningham of Bridgetown, as well as some by photographers who had previously occupied the same studio. Subjects include people, buildings and

landscapes of the Bridgetown area, ca. 1900–ca. 1969; ca. 10,000 items. (Inventory and selective item list prepared.)

Langstroth, Bill. Accession no. 1989–188
Photographs collected by Bill Langstroth as producer of the CBC television program Don Messer's Jubilee, ca. 1955–ca. 1962; 94 items.

Rogers, Joseph S. Accession no. 1989–268
Photographs, mainly of Halifax, ca. 1870, by one of Nova Scotia's best known early photographers; 17 items.

Finding Aids

Other finding aids included inventories for the MacKenzie Studios Photographs, New Glasgow (Accession no. 1988–407) and the documentary art/photograph component of the Aileen Meagher Papers (Accession no. 1988–221). An extensive file list was completed for the Stirling County Study Photographs (Accession no. 1988–413).

Photo Lab and Reproduction Services

The photo lab continued to operate two and one-half days per week except for a sixteen-week period during the summer, when it operated full-time. On 1 Sept. 1989 the photo technician of five years, Anne Masterson, left to begin full-time employment elsewhere. On 2 January 1990 the position was assumed by Eric Boutilier-Brown.

Despite the four-month hiatus in operation, a good deal of work was accomplished. This included printing the remaining 1,000 Wallace R. MacAskill negatives on fibre-base paper, making reference prints of about 4,000 Georgia Cunningham negatives, making film positives and duplicate negatives of about 150 nitrate negatives from the Bedford Historical Society and making 130 copy prints for conservation purposes. The lab also processed about 40 orders for reproductions, with an average of three items per order. Staff arranged for the remaining 210 reproduction orders, with an average of six items per order, to be sent to Castle Photographic Services.

MAP/ARCHITECTURE DIVISION

Garry D. Shutlak, Gail Judge

Existing collections and several new ones were consolidated in 1989 and the Map/Architecture Division continued to attempt to clear away

our backlog of material. The process was greatly accelerated by the services of Rosemary Barbour, archival assistant.

Due to lack of space in the Map/Architecture vault, much time was spent in redesigning an area of the public reading room to accommodate 12 matching 20-drawer horizontal map cases with space to add 10 more. This re-organization will also require an alteration in the vault to create a working area for staff.

We were also fortunate in acquiring the services of Miss Natalie McLean as a summer student. She was provided to us by the Engineering and Works Department, City of Halifax.

Major Acquisitions

W.H.W. Group, Architects & Engineers (1933–1976). 259 projects and 3,928 drawings covering 60 communities in Nova Scotia, Prince Edward Island, and Newfoundland.

Byrne, Architects & Engineers (formerly Dumaresq & Byrne). Additional material covering the period 1952–1966, with a few items from 1904–1949. The collection represents architectural design covering the period 1886–1966.

We also acquired some 100 maps dealing with Nova Scotia during the year, the usual mixture of road maps, topographical and geological maps, and maps of communities, etc.

Finding Aids and Special Projects

L.R. Fairn & Associates, Architects (1899–1979). Boxed and arranged eight linear feet of material, ca. 1900. 1920.

Joann Latremouille, Landscape architect ([1980]–1988). Listed and stored 31 projects, 525 plans.

W.H.W. Group, Architects & Engineers (1933–1977). Listed and stored 259 projects, 3,928 plans.

Byrne Group, Architects [formerly Dumaresq & Byrne] (1904–1966). Listed and stored 272 projects, 3,618 plans.

Ross and MacDonald, Architects (1918–1919). Listed 110 projects, 281 plans.

Engineering & Works, City of Halifax. Consolidated, boxed or refiled 74 drawers of plans into 86 boxes of rolled plans thus freeing 36 drawers for storage.

Statistics
1 January 1989–31 March 1990

	1989	1988	1987
Telephone Inquiries	889	821	631
Written Inquiries	182	138	168
Maps Cleaned & Encapsulated	290	—	—
Maps Catalogued	423	—	—
Architectural Projects Catalogued	672	—	—

FILM AND SOUND DIVISION

JoAnn Watson, Margaret McBride

1989 was a year of transition for the Film & Sound division due to the resignations of Sharon Sutherland, CBC project research assistant, and Christine Callaghan, archival assistant, in May and July respectively. Competitions were held and the successful candidates were Katherine Scott, CBC project research assistant, and Margaret McBride, archival assistant.

To ease the transitional period, several procedure manuals for in-coming employees were prepared. The Film and Sound archivist also prepared a technical manual that provides information on equipment held in the division including step-by-step maintenance and use instructions.

The overall focus for 1989 has been in the area of descriptive standards with the goal of providing better access to material in our holdings. The Film and Sound archivist prepared three procedure manuals for the levels of description currently in use in the division—fonds, series, and item. Forms were designed for fonds and series description, and the item level form was modified. Input layouts on the computer's database have been created to duplicate the layout of the descriptive forms, facilitating the input and subsequent production of inventories as well as fonds, series, and item-level finding aids.

Principal Acquisitions and Processing

Acquisitions

The Film and Sound Division was able to significantly enhance its collection of contemporary Nova Scotian filmmakers with the acquisition of and addition to the Fish or Cut Bait Collective, Red Snapper Films Ltd. and Atlantic Filmmaker's Co-operative Collections. These collections represent student, amateur, and professional filmmaking in Nova Scotia, in both the documentary and artistic/fictional genres.

The newly acquired Michael Earle and Council of Maritime Premiers oral history collections complemented each other by being at opposite ends of the political spectrum. The former collection documents the history of the left (CCF and Communist Parties) in Nova Scotia, while the latter looks at the political establishment of Nova Scotia and New Brunswick by interviewing former premiers and council members.

The Halifax Cablevision Collection was increased with the addition of the popular literary series, East Coast Authors/Choyce Words.

Finding Aids Prepared

Twelve large collections were arranged and described (at various levels) during the reporting period. Of these twelve, seven are oral history collections, four are film and one is for television.

Cape Breton's Magazine (accessioned in 1981, 1983, 1987 and 1988) consists of 934 hours (or 656 tapes) of oral history interviews inventoried at the item level and described at the fonds level.

Dr. Alexander Leighton's Collection (accessioned in 1987 and 1989) centers around the Stirling (Digby County) Study and consists of 83 reels (or 32,000 ft) of 16mm film described at the item level.

The Kathy Moggeridge Collection (accessioned in 1988), which contains 55 hours, had been described at the fonds, series, and item levels. Transcripts of some of the interviews were acquired. Item-level descriptions will be entered on the Division's database when the appropriate clerical support is forthcoming.

The Fish or Cut Bait Collective Collection (accessioned in 1989) has 19 hours of running time (or ca. 36,000 ft) and has been described at the fonds, series, and item levels—with data entry pending.

The East Coast Authors and Choyce Words Series (accessioned in 1989), composed of approximately 54 hours of videotaped interviews, has been described at the series level. Selection from these series was made at the item level, and these selected interviews have been described in depth. An inventory was also prepared.

The Halifax Cablevision Collection (of which the above two series are a part) has been described at the fonds level.

The Wilcox Family Papers (accessioned in 1985 and 1990) have been described at the fonds level. The Jack Wilcox sound recordings were described at the series level and are accompanied by an item inventory. Selections have been made from the interviews for thorough item-level descriptions.

The Barss/Gordon Collection (accessioned in 1987) is comprised of about 24 hours of oral history interviews and has fonds and series level descriptions. The photograph and manuscript series have been inventoried at the file level, while the oral history interviews have an item-level inventory. Selections were made from these interviews and in-depth descriptions prepared for data entry.

The Council of Maritime Premiers, Michael Earle, Red Snapper Films Ltd., Atlantic Filmmaker's Co-operative, and Halifax Explosion Memorial Bell Tower Collections (all accessioned in 1989 except for the latter) all have complete item-level inventories, as well as fonds-level descriptions in progress.

Statistics
1 January 1989–31 March 1990

Acquisitions	
Number of accession	76
Audiotapes	1,505
Audiodiscs	11
Videotapes	122
Films	467
Support documentation	434 pages

Use Statistics	**1989**	**1990**
Researchers	319	86
Requests filled		
Audio	251	29
Video	73	15
Film	146	89
Miscellaneous	278	209
Copies made		
Audio		21
Video		18
Audiovisual equipment was supplied for events in the Akins Room		97

Acquisitions
1 January 1989–31 March 1990

Sound	**Items**	**Duration**
Broadcast	1,334	ca. 780 hours
Oral History	133	ca. 153 hours
Other	107	ca. 71 hours
Film/Video		
Broadcast	251	ca. 155 hours
Feature	263	ca. 31 hours
Amateur	148	ca. 5 hours
Other	9	ca. 8 hours

Principal Acquisitions

(These statistics are included in above categories.)

	Items	Duration
Council of Maritime Premiers Oral History Collection	30	ca. 39 hours
Michael Earle (oral history)	28	ca. 39 hours
Fish or Cut Bait Collective Collection	133	ca. 19 hours
East Coast Authors/Choyce Words (Halifax Cablevision)	68	ca. 68 hours
Red Snappers Film Ltd.	13	ca. 4 hours
Atlantic Filmmakers Cooperative	142	ca. 5 hours

Special Projects

Descriptive Standards

During the past year Film and Sound Division staff have continued to work towards the development of improved description for the division's holdings. Although work in this area is tedious and often frustrating, it is felt that in the long run, public access to archival material will be vastly improved.

To this end a number of decisions have been taken: descriptive work will flow from the general to the specific; material will be described in the same manner, regardless of form, and access points (subject headings, authorized name forms, genre headings) will be provided for all material being described, appropriate to the level of description.

Procedure manuals have been created to guide division staff through the three levels of description commonly used in the division (fonds, series, item). Our short-term goal is to describe, at the fonds level, everything held in the Film and Sound Division.

Divisional staff is also hard at work compiling thematic guides on various high-demand topics.

CBC Project

Renewed funding has enabled the PANS CBC project to continue in 1989-90 with a commitment of $20,000 allocated by the National Archives of Canada. The terms of the 1988-89 agreement provide for the "selection, preservation, cataloguing and making available for research 350 audiotapes of CBC radio programming" and "continued acquisition of television programming on a series-by-series basis." Acquisitions of radio programming in this period totalled 1407 audiotapes (including

810 radio drama tapes), while television programmes acquired totalled 145 16mm films and 33 videocassettes.

Staff continue to maintain a mutually beneficial working relationship with the CBC in negotiations and in the provision of ongoing archival services. In August, meetings were held with local CBC representatives, and CBC Corporate Archives Liaison Officer Ernest J. Dick, for the purpose of developing a report on regional CBC archival preservation for the National Archives of Canada and CBC's head office. Subsequent meetings were held at CBC involving the Film and Sound archivist, Mr. Dick, CBC Regional Director Bill Donovan, and CBC archival liaison personnel. These meetings proved fruitful in further defining the roles of the involved parties.

CBHT Film News Collection

Negotiations continue on the planned acquisition of the CBHT news library film collection (1965–1985), however two considerations continue to delay progress. The large volume of film (1200–1500 cans) in this collection would tax the present Film and Sound storage capacity, and a mutually agreed-upon method of organizing this high-demand material must be put into place prior to acquisition.

CBC Times Project

Funds provided by the Motion Picture Heritage Fund of Nova Scotia facilitated the completion of the scanning of the 21-year run of *CBC TIMES* magazine, a weekly regional television and radio guide published between 1948–69. Materials relating to CBC operations in Nova Scotia have been photocopied, indexed, and organized into a three-volume reference source. From this source we have been able to uncover previously unknown series information, compile a name source for CBHT casts, crew, and executive staff during that period, and to create a chronological chart of dates and events tracing the history of the CBC in Halifax. This source will continue to be an invaluable tool for Film and Sound staff and researchers alike.

Description and Access Developments

Departmental procedure manuals for standardized descriptions of sound and moving image materials on item, series, and fonds level were completed in early fall. All incoming CBC acquisitions will be catalogued according to established procedure. Collection access is now provided according to the *Nova Scotia Subject Headings Authority* and by genre

classification—in addition to access points such as series, title, and dates. A list containing authorized spelling of over 220 CBC employee names has been compiled as a result of the PANS-wide Name Authority Project. This list makes it possible to apply consistent name spellings of casts and crew in CBC material cataloguing. The use of standardized access points, spellings, and vocabulary is increasingly essential as Film and Sound holdings are entered into computerized databases.

Series-level descriptions have now been completed for the 108 CBC television series held at PANS, utilizing information largely gathered from the *CBC Times* project. These descriptions are available to researchers and have been contributed to the *Nova Scotia Filmography* database. It is anticipated that we will commence series-level descriptions of our radio collection in the coming year.

Sound Item Pilot Project Database

A computerized database pilot project was initiated in October to test the feasibility of entering CBC radio item level descriptions into the division's microcomputer. This has proved successful and the database presently contains 500+ records, providing an in-house counterpart to the CBC television holdings contained in the Nova Scotia Filmography. The sound database consists primarily of Maritime Magazine holdings, but other radio series items are gradually being loaded. This database will eventually enable us to respond to research requests with hard copy holdings lists, and to generate thematic finding aids as more records are entered.

The Nova Scotia Filmography

Work on the N.S. Filmography resumed in January 1989 with funding from the Social Sciences and Humanities Research Council of Canada (SSHRCC). Under the guidance of Gordon Parsons, principal researcher, research assistant Alan Cash compiled the filmography data in order to convert it to standardized input forms to facilitate computer entry. Much time was spent developing input layouts and reducing key strokes by codifying information. The number of records contained within the filmography increased significantly with the inclusion of television series and programmes. The database now holds 2,990 records.

The principal researcher is currently engaged in proofreading the database, writing narrative chapters, and investigating means of producing a computerized index.

It is felt that the final phase of the N.S. Filmography project, the publication, will commence within the next six months.

Helen Creighton Collection (Sound Portion)

In the early months of 1990, a project was begun to improve access to this very important collection. The process of loading descriptions of the field recordings made by Dr. Creighton on the division's database began. It has been determined that the audiotape collection alone has in excess of 4,200 separate recordings.

Once the computer input phase has been completed researchers will have access to the collection through a variety of fields including informant's/singer's name, song title, first line of song, or the year of collection.

It is not known when this project will be completed because there is a shortage of clerical support for the division.

Name Authority Project

The Film and Sound Division participated in the PANS Name Authority Project for a four-week period during December and January. Initially, plans provided for the authorization of names of contemporary Nova Scotian filmmakers. However, far more was accomplished ahead of schedule than was originally thought possible. After the end of her four-week assignment, Cynthia Gatto had produced authorized forms of names for all collection titles held within the division as well as creators of material. In addition, names of local CBC radio and television personalities found in our holdings were verified. The work done during the term of this project will be an invaluable tool aiding those describing and those researching our archival holdings.

Mount St. Vincent Museum Studies Course

The Film and Sound Division participated in the Mount St. Vincent Museum Studies course for the sixth year. The four-week student placement commenced January 16 and continued on consecutive Thursday afternoons until February 7. The student was asked to process compilation tapes of items broadcast on the ATV and CTV networks.

Nova Scotia Community College (Halifax Campus) Work Experience Program

A library technician student, Cathy Taylor, was placed in the division for two weeks commencing December 4, 1989. She was assigned to the CBC project to assist with the processing of the radio series "Maritime Magazine". Her duties consisted of completing item-level descriptions, including appropriate access points, and loading the completed work on the division's database. She also proofread previously entered "Maritime Magazine" entries for consistency.

Production Use

The Film and Sound Division continued in its role as a reference/resource bank for local artists and broadcasting companies desiring archival footage and sound recordings.

After much research, the Upper Clements Theme Park chose several songs from the Helen Creighton Collection and films to be played and shown on a permanent basis at the park. A Halifax artist, with a scholarship from the Centre for Art Tapes, was able to show footage from the Sherman Grinberg Collection in her experimental video on immigration and Pier 21. CKDU Radio used excerpts from the Dr. Barbara Keddy interviews in their International Women's Day broadcast. Kathy Moggeridge's oral history interviews on early mining in Nova Scotia are on permanent display at Sherbrooke Village.

Dr. Helen Creighton's life and work has always sparked enthusiasm and interest, and in September of 1989, CFDR Radio conducted an interview with her, playing songs from her collection here at PANS in the background. Her death, at the age of 90, triggered a series of tributes from all the networks, and ATV used footage from Film and Sound's Nova Scotia Government Services Film Unit Collection.

Equipment Update/Acquisitions

The operation of the film cleaning machine was delayed due to occupational health and safety questions surrounding the proper cleaning agent. After research and comparison, Freon was determined to be an acceptable agent. Final installation procedures are scheduled for early summer 1990.

The Film and Sound Division was fortunate to receive approval for the purchase of four new pieces of equipment in October 1989. They

were: a Panasonic Colour Television model PC-21T53R, a JVC Videocassette Recorder model HR-D610U (1/2"), a Sony Videocassette Recorder model VO-7600 (3/4"); and a TEAC Stereo Tape Deck model X-2000 (reel-to-reel). These purchases have enhanced employee productivity and improved public service.

Previously, the Film and Sound Division was able only to produce dubbed video material for patrons if they requested a 3/4" to 1/2" format (or vice versa). The purchase of two new decks has enabled the division to prepare 1/2" to 1/2" and 3/4" to 3/4" video dubs. Another benefit has been increased time for staff selection, appraisal and description. An increase in the number of audio-visual equipment requests by groups using PANS' Akins Room and boardroom, combined with patron viewing, was severely restricting the amount of user-time available to staff for processing video collections.

The additional reel-to-reel tape deck has a spooling mechanism which greatly facilitates the Division's tape rewind program. The spooling capacity allows staff to rewind tapes tail out, for archival storage in approximately three-quarters of the time required for playback at normal speed. The extra deck has also aided staff processing time. Previous to this purchase, staff user-time had to the be juggled to accommodate patron usage. Now there is little conflict.

Film and Sound was able to procure, on indefinite loan from CBC, a Sony BVU-800 Videocassette Recorder (3/4") for the viewing and dubbing three-quarter inch material from the CBC Collection.

Motion Picture Heritage Fund of Nova Scotia

The Motion Picture Heritage Fund of Nova Scotia (MPHFNS) is in its fifth year of existence. Committee members include: Gordon Parsons (Wormwood's Cinema), chair; JoAnn Watson (Film and Sound Archivist), Secretary treasurer; Carman Carroll (Provincial Archivist); Doug Kirby (CBC); Ned Norwood (N.S. Dept. of Gov't Services); Bernie Hart (N.S. Dept. of Education, Media Services); Heather Levesque (AF Coop); Barry Burley (AIFVA); Bonnie Baker (Atlantic Independent Media); Prof. Anthony MacKenzie (PANS Board of Trustees); Neils Jannasch (member at large); Alan Cash (member at large).

Although the MPHFNS did not receive funding from the Nova Scotia Department of Tourism and Culture during this fiscal year a limited number of activities were approved by the committee.

Acquisitions

Videocopies and preservation negatives were acquired of five newsreels from the Sherman Grinberg Film Libraries, New York. Shot between 1944 and 1949, the titles include: Halifax—Crisis City; U-Boat Surrender; Disaster at Halifax; Year's 1st arrival of DPs; Seaport's 200th birthday.

Tom J. Courtney and G. Hedley Doty Collections: Funds were provided to hire an individual to assemble, pack, and transfer to the PANS these valuable film collections held at CBHT.

Research projects

A researcher was hired to document the history of the Canadian Maritime Motion Picture Co. Ltd. as well as to produce biographies of Nova Scotian film-makers Tom J. Courtney, G. Headley Doty, and J.P. Messervey.

Funds were provided to hire a researcher to complete the CBC Times Project (for detailed description, refer to Special Projects section). This weekly regional TV and Radio Guide was published between 1948 and 1969. The years 1948-1957 had previously been screened for relevant information by Film and Sound Staff. Funds provided by MPHFNS enabled the completion of research for the years 1957–1969.

Promotion

A three-part film series entitled "Before our Memories Die" conducted by Jeff Skinner of Brandon University was sponsored by the MPHFNS in November at Wormwood's cinema. The series, held in conjunction with the 50th anniversary of the commencement of World War II, offered a look at several previously suppressed World War II propaganda films from both Allied and Axis sources.

Conservation Projects

The following audiotape transfers were made for the purpose of archival storage.

Lena Ferguson Collection

The remaining 35 hours of recorded sound were dubbed from audiocassette to 1/4" reel-to-reel tape.

Barbara Keddy Collection

134 hours of interviews recorded on audiocassettes were transferred to 1/4" reel-to-reel.

Kathy Moggeridge Collection

55 hours of recorded interviews were transferred from audiocassette to 1/4" reel-to-reel tape.

Halifax Explosion Memorial Bell Tower Collection

Three hours of interviews, recorded on audiocassettes, have been dubbed to 1/4" reel-to-reel tape. Over 57 hours remain.

Smaller Collections

The tapes from the Hugh Taylor Family Archives (ca. 5 hours) have been transferred to the 1/4-inch format. The films from the Ralph Pepper Collection (22 min) were transferred to video for viewing purposes. Four films (ca. 1.5 hours) slated to be shown by the Annapolis Royal Restoration Society at a film festival this coming summer have undergone film-to-film transfers in order to provide projection and storage copies for both PANS and the Society. Video copies will be made from the transfers for public viewing.

STAFF ACTIVITIES

Carman V. Carroll, Provincial Archivist. Mr. Carroll continues to chair the Canadian Council of Archives Conservation Committee, which during the year published its manual, *Basic Conservation of Archival Materials: A Guide*. He was program chair for the annual conference of the Association of Canadian Archivists held in Fredericton in June 1989. The theme of the conference was "Conservation Issues and Solutions". While in Fredericton, he attended the annual meeting of the National, Provincial, Territorial Archivists.

He attended the 1989 spring and fall meetings and the 1990 spring meeting of the Council of Nova Scotia Archives. He spoke to the 1990 spring meeting. He currently chairs the CNSA Conservation Committee, which is preparing information for the national conservation strategy for archives. He serves as an ex-officio member of the CNSA executive.

He spoke to the Eastern Ontario Archival Association on the Public Archives of Nova Scotia in February 1989, and to the annual conference of the Nova Scotia Archaeological Association on Archival Sources for Urban Archaeology in April 1989. He was chair/commentator at a session of the 1989 meeting of the Canadian Nautical Research Society held in Halifax. He conducted an archival workshop at the DesBrisay Museum in Bridgewater in April 1989. He spoke on conservation to the archival course offered by the National Archives in Ottawa in September 1989.

Mr. Carroll was invited to speak to the Society of American Archivists in October 1989 at a session entitled "Feeding the Hand that Bites You: Should State Historical Societies Support Their Local Competition?" He also spoke to the Atlantic Group of Conservators and the Fieldwood Heritage Society in Canning in November 1989. That same month he conducted a workshop in St. John's Newfoundland for the Association of Newfoundland and Labrador Archivists.

He was a judge at the Tri-School Senior High School Debating Championships in May 1989. He continues as a member of the program committee for the International Council on Archives conference to be held in Montreal in September 1992. In his capacity as a member of the Board of Governors of the Nova Scotia Museums he attended various meetings throughout the reporting period.

Allan C. Dunlop, Associate Provincial Archivist. During 1989 the associate provincial archivist spoke to the following groups: Genealogical Society, Hector Center Trust, Pictou (16 January); Atlantic Canada workshop, St. Mary's University, Halifax (28 September); 2nd year history class, Saint Francis Xavier University, Antigonish (15 November); and the Amherst Township Historical Society, Amherst (28 November).

He attended meetings of the Colchester County Historical Society, Truro (27 February); the Association of Canadian Archivists, Fredericton, New Brunswick (31 May-3 June); and the Atlantic Association of Historians, Orono, Maine (5–8 October).

He completed terms as a Vice-President of the Royal Nova Scotia Historical Society and as editor of the newsletter of the Atlantic Association of Historians. In 1989 he was appointed Chair, Archives Committee, Maritime Conference of the United Church of Canada and is serving on the planning committee for the 1990 meeting of the Association of Canadian Archivists, Victoria, British Columbia. He also serves as coordinator of the PANS in-house lecture programme.

His book review of Keith Boundreau & Michael MacMillan, *Dear Old St. John's. A History of the Parish of St. John the Baptist, New Glasgow, Nova Scotia* appeared in the *Nova Scotia Historical Review*, Vol. 9, No. 1, June 1989. His article entitled "George Patterson: A Pioneer Oral Historian," was published in Dorothy E. Moore & James H. Morrison, ed., *Work, Ethnicity and Oral History*.

Rosemary Barbour, Contract Archival Assistant, Photographs/Documentary Art and Map/Architecture Divisions, was appointed to the Council of Nova Scotia Archives Standing Committee on Conservation and continued to serve on the Archives Committee of the Anglican Diocese of Nova Scotia. She presented a paper entitled "Alternative Equipment for Archival Storage—Practice and Theory" to the Spring Conference of the Council of Nova Scotia Archives, March 1990.

Darlene Brine, Archival Assistant. She attended the Council of Nova Scotia Archives Spring Conference, Halifax (29–31 March 1989); joint CNSA, New Brunswick Council meeting on Acquisition and Appraisal of Archival Records, Moncton, New Brunswick (20–21 October); and Council of Nova Scotia Archives Spring Conference, "Archives in Space" (28–30 March 1990).

As a member of the Council of Nova Scotia Archives Conservation Committee she helped to prepare a conservation survey as part of the CNSA provincial conservation strategy.

Barry Cahill, Manuscripts Archivist. In January 1989 Mr. Cahill's paper entitled "New England Planters at the Public Archives of Nova Scotia" was published. *They Planted Well. New England Planters in Maritime Canada*, edited by Margaret Conrad. In February he attended a workshop, "Legal Literature: From Books to Computers," at the School of Library and Information Studies, Dalhousie University. The following month he attended the Spring Conference of the Council of Nova Scotia Archives in Halifax. In May his three-year term as councillor on the executive of the Royal Nova Scotia Historical Society ended. In May he attended the annual conference of the Association of Canadian Archivists in Fredericton. In September he was guest speaker at the launching of the book *Thomas Ross, Sr., Loyalist and Mariner* at the McKay Memorial Library in Shelburne. In October he attended the conference "Methodism in Atlantic Canada" at Mount Allison University, Sackville. The same month he presented a paper entitled "From Attorney to Barrister and Solicitor: The Evolution of the Legal Profession in Nova Scotia, 1749–1899," to the Atlantic Law and History Workshop at the University of New Brunswick, Fredericton. In November he presented a

paper entitled, "Shelburne County Deed Records and Genealogical Research," at the lecture series of the Genealogical Association of Nova Scotia. Also in November he was appointed a member of the Nova Scotia Barristers' Society "Ad Hoc Committee on Legal Archives Preservation."

In January 1990 his short paper entitled "The Kew Lists," was published in *The Nova Scotia Genealogist* (Vol. VIII, No. 1), an expanded version of which was presented as a lecture to the Halifax-Dartmouth Loyalist Association in March. Also in March his short paper entitled, "Nova Scotia Historical Review Observes Tenth Anniversary," was published in the *Council of Nova Scotia Archives Newsletter* (Winter 1990), No. 12; and he attended the Spring Conference of the Council at PANS.

Margaret Campbell, Head, Photographs and Documentary Art Division, continued to serve on the Bureau of Canadian Archivists' Graphic Materials Working Group, which is developing rules for describing graphic materials at the fonds, series, file, and item levels. She also continued as a member of the in-house Descriptive Standards Co-Ordinating Committee.

Ms. Campbell presented a paper on grantsmanship to the 1989 Spring Conference of the Council of Nova Scotia Archives. It was distributed in printed form as the *Council of Nova Scotia Archives Grants Guide* with the Council's summer 1989 *Newsletter*. She acted as one of the judges for the Council of Nova Scotia Archives' Dr. Phyllis Blakeley Award for 1989, as a result of having been a co-winner of the previous year's award.

She attended the Associations of Canadian Archivists 1989 Annual Conference at Fredericton, New Brunswick, the 1989 Atlantic Canada Workshop at Halifax, and the 1989 joint fall conference of the New Brunswick and Nova Scotia Councils of Archives at Moncton.

Wendy Duff, Librarian, (January–June 1989), continued to serve on the Bureau of Canadian Archivists Planning Committee on Descriptive Standards and its Subject and Indexing Working Group.

She conducted a two-day workshop on Descriptive Standards at the Association of Canadian Archivists Conference in Fredericton, N.B., in June 1989. On 2 February 1989 she presented an information session to Halifax City School librarians on the role of the Public Archives.

Until March 1989, Wendy Duff was chair of the Nova Scotia Newspaper Network. She also participated on the Management and the Weekend and Evening Operations Committees.

Georges Dupuis, Library Assistant, attended the Council of Nova Scotia Archives spring conference in Halifax in March 1989 and 1990, and the fall conference (1989), held in Moncton, New Brunswick. He served as treasurer of CNSA until March 1989 and as a member of its nominating committee in 1990.

Philip Hartling, Microfilm Archivist. In March 1989, he addressed the Council of Nova Scotia Archives' spring conference on "School Groups and the Public Archives of Nova Scotia." He also attended the joint Nova Scotia, New Brunswick, and Prince Edward Island councils' meeting which was held at Moncton in October 1989. In May–June 1989, he attended the Association of Canadian Archivists' conference in Fredericton.

Kent Haworth, Public Records Archivist, spoke on "Records Management in Government," 12 January 1990, to the Nova Scotia Community College Library Technicians Programme.

Mr. Haworth is chairperson for the Planning Committee on Descriptive Standards of the Bureau of Canadian Archivists; a representative on the Canadian Committee on Cataloguing for the Bureau of Canadian Archivists; representative on ISO/TC 46/SC 9 (International Standards Organization Technical Committee on Presentation, Identification and Description of Documents Secretariat) Canada (SCC), for the Bureau of Canadian Archivists.

Sandra Haycock, Head, Public Records Division, attended the International Congress on Archives "Symposium on Current Records" in Ottawa at the National Archives in May, and the annual conference of the Association of Canadian Archivists in Fredericton in June. She attended both the spring and fall conferences of the Council of Nova Scotia Archives.

Ms. Haycock is a member of the executive of the Council of Nova Scotia Archives and edits their newsletter. She is the regional editor of *Archivaria* and represents the Archives on the Board of the History of Medicine in Nova Scotia Collection (formerly the Conjoint Medical Archives Committee).

Lois Kernaghan, Head, Manuscripts Division, attended the Council of Nova Scotia Archives' spring conference in Halifax, 29–31 March 1989, and 28–30 March 1990; the Association of Canadian Archivists' 1989 Conference in Fredericton, N.B., 30 May—3 June; the Contribution of Methodism to Atlantic Canada Conference in Sackville, N.B., 6–8 October; and the Atlantic Law and History Workshop in Fredericton, 19–21 October.

On 22 April, she gave a presentation on basic conservation techniques for textual material at a workshop sponsored by the Archives Committee of the Truro Presbytery, United Church of Canada. During the summer, Ms. Kernaghan gave three presentations to Dalhousie University's Elderhostel program. She also attended a genealogical workshop sponsored by the Queens County Museum in Liverpool, 5 August, where she spoke on utilizing probate records in family research. On 20 September, she gave the Dr. Phyllis R. Blakeley Memorial Lecture to inaugurate the 1989/90 season of the Royal Nova Scotia Historical Society; her subject was "'Somebody wants the doctor': Maria L. Angwin, M.D., 1849–1894."

Ms. Kernaghan continues as literary editor of the *Nova Scotia Historical Review* and as a member of the national editorial board for *Archivaria*. She has also been appointed an examiner for Nova Scotia within the Genealogical Institute of the Maritimes.

Within the Public Archives of Nova Scotia, Ms. Kernaghan sits as chairperson of the Descriptive Standards Co-Ordinating Committee and as a member of the Weekend and Evening Operations Committee. She participated in the Part-Time Staff Orientation Workshop on 30 September. She also spoke in the Wednesday Morning Lecture Series, 21 March 1990, concerning the Archives' Name Authority Project.

Lillian Leonard, Library Clerk, attended the Council of Nova Scotia Archives spring conferences in Halifax in March 1989 and 1990. She participated in a St. John Ambulance CPR Course on 26–27 October 1989. She continues as a member of the in-house Occupational Health and Safety Committee and the recently created Pay Equity Committee.

John MacLeod, Public Records Archivist, attended the Atlantic Canada Workshop, 28–30 September 1989 in Halifax; the Council of Nova Scotia Archives' conference in the spring and the fall 1989 and in the spring 1990; he attended also the ARMA Halifax Chapter annual conference in May 1989. Mr. MacLeod presented a paper at the Atlantic Law and

History workshop, Fredericton, 20–21 October 1989, entitled "The struggle for a municipal development plan in Halifax, 1912–1921."

Julie Morris, Genealogical Archivist, took a four-month leave of absence commencing in January 1989 to work on contract for the Bureau of Canadian Archivists to investigate and prepare a five-year education plan for the Planning Committee on Descriptive Standards. She presented a report on this project to the Association of Canadian Archivists in Fredericton while attending the conference from 30 May–3 June. As a result of her study and report for the Bureau of Canadian Archivists' Planning, Julie was invited to become a member of the Association of Canadian Archivists Education Committee for two years. She attended her first two-day meeting in Toronto on 18–19 November 1989.

On 6 September 1989, she presented a subject indexing workshop to the Arrangement and Description Project workers of the Port Hastings Historical Society. She also attended the Atlantic Canada Workshop at St. Mary's University, 28—30 September 1989, and the Council of Nova Scotia Archives, 20–21 October 1989 in Moncton, N. B. On 9–10 November, she was invited to participate in the fall conference of the Association of Newfoundland and Labrador Archivists at Memorial University in St. John's. She presented a one-day workshop on subject indexing archival materials and using the Nova Scotia Subject Headings Authority and while there she also attended sessions on records management.

In addition to these meetings and conferences, Julie Morris serves on the Anglican Diocese of Nova Scotia Archives Committee; the Council of Nova Scotia Archives Training and Professional Development Committee and the Council's Nova Scotia Subject Headings Committee; the Genealogical Institute of the Maritimes which meets twice a year in Amherst, N. S.; and a sub-committee of the Association of Canadian Archivists for the 1992 meeting of the International Council of Archives in Montreal.

Garry Shutlak, Head, Map and Architecture Division. In 1989 the Map and Architectural Archivist gave talks to various school groups on "The Titanic and Halifax Connection." As well he spoke to the Heritage Trust of Nova Scotia on "Edward Elliot, Architect." On 8 May he addressed the West-Hants Historical Society on the subject of "Elliot & Hopson and the Rebuilding of Windsor." In December he lectured to students at TUNS on an "Introduction to Architectural Archives."

Wendy L. Thorpe, Public Records Archivist, attended two conferences in 1989: the annual spring conference of the Council of Nova Scotia Archives, held at PANS on 29–31 March, and the Joint Session of the Council of New Brunswick Archives and Council of Nova Scotia Archives on "Appraisal and Evaluation of Records," which was held in Moncton, N. B. on 20–21 October 1989.

Ms. Thorpe's review of Linda Cann's book *A Bold Step Forward: The History of the Fundy Mental Health Centre, Wolfville, N. S.* appeared in the *Nova Scotia Historical Review*, Vol. 9, no. 1, June 1989.

Ms. Thorpe continued in 1989 to act as Part-time Staff Projects Co-ordinator in consultation with the Weekend and Evening Operations Committee.

Anjali Vohra, Newspaper Specialist, attended the Council of Nova Scotia Archives' spring conferences in Halifax in March 1989 and 1990. She audited a course on Classification and Subject Access given by the School of Library and Information Studies at Dalhousie University. She continues as secretary of the Nova Scotia Newspaper Network.

JoAnn Watson, Head, Film and Sound Division, Christine Callaghan, Assistant Archivist (1989), Margaret McBride, Assistant Archivist, and Kathy Scott, CBC Project, attended the Council of Nova Scotia Archives Spring Conference in Halifax. Division Head JoAnn Watson presented a paper on Oral History and Archives. Ms. Watson attended the ACA meetings in Fredericton and was a founding member of the Sound and Moving Image Archivist special interest section. Staff attended the Atlantic Film Festival which was held in Halifax in September. That same month, Ms. Watson and Margaret McBride attended the Atlantic Canada Studies Workshop, Halifax to hear a Women's Oral History Project/Panel. In October staff attended the fall meeting of the Council of Nova Scotia Archives.

Ms. Watson is Secretary/Treasurer of the Motion Picture Heritage Fund of Nova Scotia. She, as well as Ms. McBride and Christine Callaghan, served on numerous in-house committees.

Staff continued to take advantage of relevant courses and seminars. Ms. Callaghan attended an oral history course at Saint Mary's University. Ms. McBride and Kathy Scott both received certificates from St. John's Ambulance in First Aid and CPR. As well, Ms. McBride took the Super 8

Basic Filmmaking course at Nova Scotia College of Art and Design and Ms. Scott a Video Production and Editing course from the same institution.

Gwen Whitford, Librarian, (January 1990) attended the spring conference of the Council of Nova Scotia Archives in March 1990.

She participates on a number of in-house committees which include: Management Committee, Descriptive Standards Coordinating Committee, Weekend and Evening Operations Committee, and the recently formed Pay Equity Committee.

Gwen is currently past-president, Halifax Library Association; secretary, Atlantic Provinces Library Association and chair, Associated Alumni, Dalhousie University, School of Library and Information Studies.

PUBLIC SERVICE STATISTICS

January to December	**1989**	**1988**
Researchers (Library)		
Day	6,090	6,635
Evening/weekend	3,937	4,906
Researchers (Manuscripts)		
Day	6,627	6,962
Evening/weekend	3,768	4,825
Researchers (Photographs)		
Day	610	563
Evening/weekend	25	18
Researchers (Maps)		
Day	865	996
Evening/weekend	59	61
Researchers (Film/Sound)		
Day	319	383
Books		
Day	12,321	12,560
Evening/weekend	8,822	10,550

Microforms (Library)		
Day	13,894	14,209
Evening/weekend	12,049	16,101
Newspapers (original)		
Day	4,360	1,846
Evening/weekend	2,702	1,104
Public Records and Manuscripts (original)		
Day	6,554	6,582
Evening/weekend	5,591	6,879
Microforms (Public Records/Manuscripts)		
Day	11,488	11,840
Evening/weekend	10,183	11,515
Photographs		
Day	6,532	10,945
Evening/weekend	396	129
Pictures		
Day	1,026	1,004
Evening/weekend	—	16
Maps		
Day	7,031	4,443
Evening/weekend	1,059	911
Architectural Plans		
Day	2,524	4,157
Evening/weekend	134	1,529
Film/Sound		
Day	748	526
Days open	349	350
Evening open	343	345
Weekends open	44	46

Issue of Documents		
Record and Manuscript Groups (original)		
Books	12,145	13,461
Photographs/Pictures	21,143	23,110
Maps/Architecutral Plans	7,954	12,094
Microforms	10,748	11,040
Newspapers (original)	47,614	53,665
Film/Sound	7,062	2,950
Accessions	748	526
Registering at Desk		
Total Researchers		
Day	14,511	15,539
Evening/weekend	7,789	9,810
Total	22,300	25,349

Public Service Statistics January to March	**1990**
Researchers (Library)	
Day	1,663
Evening/weekend	1,271
Researchers (Manuscripts)	
Day	1,877
Evening/weekend	1,320
Researchers (Photographs)	
Day	229
Evening/weekend	4
Researchers (Maps)	
Day	309
Evening/weekend	10
Researchers (Film/Sound)	
Day	86
Books	
Day	3,339
Evening/weekend	3,583

Microforms (Library)	
Day	3,370
Evening/weekend	4,755
Newspapers (original)	
Day	571
Evening/weekend	1,720
Public Records and Manuscripts (original)	
Day	1,424
Evening/weekend	2,315
Microforms (Public Records/Manuscripts)	
Day	2,955
Evening/weekend	3,753
Photographs	
Day	7,936
Evening/weekend	52
Pictures	
Day	96
Evening/weekends	—
Maps	
Day	1,601
Evening/weekend	61
Architectural Plans	
Day	909
Evening/weekend	—
Film/Sound	
Day	339
Days open	64
Evenings open	64
Weekends opn	11

Issue of Documents

Record and Manuscript Groups (original)	3,739
Books	6,922
Photographs/Pictures	8,084
Maps/Architectural Plans	2,571
Microforms	14,833
Newspapers (original)	2,291
Film/Sound	339
Accessions (Jan.-Mar. 1990)	102
Registering at Desk	

Total Researchers

	January-March 1990
Day	4,164
Evening/weekend	2,605
Total	6,769

THE PUBLIC ARCHIVES OF NOVA SCOTIA

AUDITORS' REPORT AND FINANCIAL STATEMENTS

MARCH 31, 1990

AUDITORS' REPORT

To the Board of Trustees of
The Public Archives of Nova Scotia

We have examined the statements of revenue and expense and surplus of The Public Archives of Nova Scotia for the year ended March 31, 1990. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the revenue and expense and surplus of the Archives for the year ended March 31, 1990 in accordance with the accounting principles set out in the notes to the financial statements applied on a basis consistent with that of the preceding year.

Collins Barrow
Chartered Accountants
Halifax, Canada
August 10, 1990

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF REVENUE AND EXPENSE
Year Ended March 31, 1990

	1990	1989
Revenue		
Government of Nova Scotia (salaries and benefits)	$1,043,520	$941,386
Government of Nova Scotia (operating grant)	240,000	338,000
Government of Nova Scotia (capital grant)	30,000	
Government of Canada	48,230	36,686
Sales, publication, etc.	34,026	53,940
Interest	27,450	15,479
	1,423,226	1,385,491
Expenses		
Acquisitions	3,173	3,133
Building maintenance	9,074	14,271
Conferences and seminars	9,748	6,560
Electricity	72,868	67,184
Equipment	48,323	25,990
Equipment repair and maintenance	28,091	26,551
Freight and express	3,621	3,670
General operating expense	48,924	53,859
Heating fuel	14,262	15,440
Honoraria	1,600	1,200
Membership dues	3,161	1,127
Miscellaneous	6,616	4,258
Other services	32,963	32,611
Postage	5,076	782
Printing and stationery	22,670	22,064
Professional services	3,973	3,292
Rentals	13,922	13,898
Salaries and benefits	1,043,520	941,386
Security	32,103	28,613
Staff training	2,112	1,452
Subscriptions and periodicals	11,168	8,224
Support services	2,835	14,998
Telecommunications	21,067	19,030
Travel	3,833	3,170
Water	1,481	2,173
	1,446,184	1,314,936
Excess of revenue over expenses (expenses over revenue)	$(22,958)	$70,555

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF SURPLUS
Year Ended March 31, 1990

	1990	1989
Surplus, beginning	$257,102	$186,547
Excess of revenue over expenses (expenses over revenue)	(22,958)	70,555
Surplus, ending	$234,144	$257,102
Represented by:		
Cash on hand and at bank	$234,144	$254,102
Loan receivable — Nova Scotia Newspaper Project		3,000
	$234,144	$257,102

On behalf of the Board of Trustees
of The Public Archives on Nova Scotia

Provincial Archivist

Secretary

THE PUBLIC ARCHIVES OF NOVA SCOTIA
NOTES TO FINANCIAL STATEMENTS
March 31, 1990

1. Status and nature of activities

The Archives is an Agency incorporated by Act of the Legislature of the Province of Nova Scotia, and operates an archives and research centre.

2. Significant accounting policies

The expenses are stated on a cash basis and therefore accrued liabilities for expenses are not recognized in these financial statements.

Capital expenditures are charged to expense as incurred.

3. These financial statements include only the operating revenue and expenses of The Public Archives of Nova Scotia, and not those of any specific funds administered by The Public Archives of Nova